公司註冊處

公司條例 (第622章)

現公布下列由本人依據《公司條例》(第 622 章) (下稱「該條例」) 第 23 條指明的表格已予修訂,由 2022 年 10 月 24 日起,隨即依據該條例使用。

現刊登經修訂的表格,以廣周知。

| | 表格 | 該條例的相關條文 |
|-------|---------------------|------------------|
| 表格編號 | 表格名稱 | 欧际切り11個喇叭 |
| NAMA4 | 委任合併後的公司的董事通知書 | 684(1)(d) |
| NAR1 | 周年申報表 | 662 |
| ND2A | 更改公司秘書及董事通知書(委任/停任) | 645(1)及(4)、 |
| | | 652(1)及(2) |
| ND2B | 更改公司秘書及董事詳情通知書 | 645(4)及 652(2) |
| ND4 | 公司秘書及董事辭職通知書 | 464(3)及 477(3) |
| ND5 | 更改備任董事通知書(提名/停任) | 645(2)、(3)及(4) |
| ND7 | 更改備任董事詳情通知書 | 645(4) |
| ND8 | 備任董事辭職通知書 | 464(3)及(6) |
| NDR1 | 私人公司或擔保有限公司撤銷註冊申請書 | 750 |
| NM3 | NM3 承按人行使財產管有權通知書 | |
| NM5 | NM5 委任接管人或經理人通知書 | |
| NM7 | 更改接管人、經理人或管有財產的承接人的 | 350(4) |
| | 詳情通知書 | |
| NNC1 | 法團成立表格(股份有限公司) | 67(1)(b) |
| NNC1G | 法團成立表格(股份有限公司以外的公司) | 67(1)(b) |
| NNC5 | 合資格公司的註冊申請書 | 807(2) |
| NN1 | 註冊非香港公司的註冊申請書 | 776(4) |
| NN2 | 註冊非香港公司終止授權獲授權代表的通知 | 787 |
| NN3 | 註冊非香港公司周年申報表 | 788 |
| NN6 | 註冊非香港公司更改公司秘書及董事申報表 | 791(1)及(2)(b) |
| | (委任/停任) | |
| NN7 | 註冊非香港公司更改公司秘書及董事詳情申 | 791(1)及(2)(c) |
| | 報表 | |
| NN8 | 註冊非香港公司更改獲授權代表申報表(委 | 791(1)及(2)(b) |
| | 任/停任) | |

| | 表格 | | | | | |
|------|---------------------|---------------|--|--|--|--|
| 表格編號 | 表格編號表格名稱 | | | | | |
| NN8C | 註冊非香港公司更改獲授權代表詳情申報表 | 791(1)及(2)(c) | | | | |
| NN11 | 註冊非香港公司開始清盤及清盤人/臨時清 | 793 | | | | |
| | 盤人的委任、停任或更改詳情通知書 | | | | | |

2022年6月24日

公司註冊處處長徐麗貞



委任合併後的公司的董事通知書 Notice of Appointment of Directors of Amalgamated Company

表格 NAMA4
公司繼號 Company Number

| 1 | 公司名稱 Con | npany Name | 9 | | | | |
|---|---|-----------------------------|-------------------------------|---|---|---|-----------------|
| | | | | | | | |
| 2 | 委任董事 (法 (如委任超過一個法人 請在適用的空格內加 | 團體為董事,請 | 用續頁A填報Use C | Continuation Sheet A | | corporate is appointed as | director) |
| | 身分 | 董事 | 候補董事 | 代替 Alternate | e to | | |
| | Capacity | Director | Alternate Director | | | | |
| | 中文名稱 Name in Chinese | | | | | | |
| | 英文名稱 Name in English | | | | | | |
| | 地址 Address | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | 國家/地区 Country / Region | E on | | | | | |
| | 電郵地址 Email Address | | | | | | |
| | 公司編號 Comp (只適用於在香港註冊的, (Only applicable to body | 法人團體) | dia Haar Kaar) | | | | |
| | 提示 Advisory Note | 所有公司董事均 All directors of | 均應閱讀公司註冊 the company are a | 處編製的〈董事 dvised to read 'A' with the general d | 實任指引》,並熟 Guide on Directors' uties of directors o | 悉該指引所概述的董事 Duties' published by the utlined in the Guide. | 一般責任 Compani |
| | 出任董事職位 | 同意書 Cons | sent to Act as D | Director *語剛去 | 不適用者 Delete wh | ichever does not apply | |
| | | alf of the above | ve named compa | | 事/候補董事* the above comp | pany consents to act | as directo |
| | | | ····,· | | | | |
| | 簽署 Signed: | | 善 (注 | 人間等/的茶室 | /公司秘書/獲 | 培養 1 十 * | |
| | | Director, | | | | 技権人士 Director (Body Corpor | ate)* |
| - | 交人資料 Prese | ntor's Refere | ence | 請 | 勿填寫本欄 Fo | Official Use | |
| | :名 Name: 址 Address: | | | | | | |
| | | | | | | | |
| | | | | | | | |

| | | 表格 N | ΔМ | Λ1 | | | | | | | _ | 公司都 | i號 C∈ | ompa | ny Nu | mber |
|-------------------------------------|----------|---|--|------------------|-----------------------------------|--------------------------|-------------------|---------|-----------|----------------|---------|----------|---------|----------|----------|-----------------------|
| | | Form •• | | | | | | | | | | | | | | |
| • | | 委任董事 (如委任超過一名 請在適用的空格。 | S自然人為董 内加上 ✔ 號 | 事,請用 Flease i | 續頁 B 填報 tick the rele | Use Conti evant box(e | inuation S es) | Sheet E | 3 if more | than 1 na | | erson is | appoint | ed as d | irector) | |
| • | | 身分 Capacity | 置 Dire | ector | | 甫董事 rnate | 17,1 | AILE | ernate to | , | | | | | | |
| | | | | | Dire | ector | | | | | | | | | | |
| 0 | | 中文姓名 Name in Chin | iese | | | | | | | | | | | | | |
| | | 英文姓名 Name in Engl | | 氏 ime | | | | | | | | | | | | |
| | | Nume in Engi | | 字 nes | | | | | | | | | | | | |
| | | 前用姓名 Previous Nan | . # | × 🗀 | | | | | | | | | | | | |
| | | | | 文 glish | | | | | | | | | | | | |
| | | 別名 Alias | | · 文 二 | | | | | | | | | | | | |
| | | Allus | | 文 glish | | | | | | | | | | | | |
| 12 | | 通訊地址 | LII | JIISI | | | | | | | | | | | | |
| (須在 PI-NAMA 填報董事 | 4 頁 | Corresponde Address | nce | | | | | | | | | | | | | |
| 通常住址 Provide director's | usua | ul. | | | | | | | | | | | | | | |
| residentia address ir PI-NAMA | 1 | | 國家/地 Country/Reg | gion | | | | | | | | | | | | |
| 13 | | 電郵地址 Email Addres | s | | | | | | | | | | | | | |
| 14 | | 身分識別 lde | entification | ı | | | | | | | | | | | | |
| (須在 PI-NAMA | 4頁 | (a) 香港身分 Partial Nu | 一證 <u>部分號</u> <u>Imber of Ho</u> | | g Identity | Card | | | | | | | * | * | * | (*) |
| Provide fu identificati | ll on | (b) 護照 Passport | | g Country | X/地區 y/Region | | | | | | | | | | | |
| number in PI-NAMA | | eet) | | Partia | 8分號碼 INumber | | | | | | | | | | | |
| 15 | | 提示 Advisory Not | All di م | rectors | 均應閱讀 of the con egistry and | mpany are | e advise | d to | read 'A | Guide (| on Dir | ectors' | Duties' | publis | shed b | 投責任。 y the ide. |
| Œ | | 出任董事職 | | | | | | | | | | | | | | |
| • | | 本人同意擔 I consent to a | 任公司的 | 董事/ | 侯補董事 | *,並確 | 認本人 | | | | at I ha | ve atta | ined th | e age | of 18 y | ears. |
| | | 簽署 Signed | : | | | | | | | | | | | | | _ |
| 3 | 本連 | · · · · · · · · · · · · · · · · · · · | 列續頁/ | PI-NAM | A4 頁 Thi | s Notice | include | s the | followii | ng Cont | inuati | on She | eet(s)/ | PI-NA | MA4 S | heet(s) |
| | 彼 | 頁 Continuati | on Sheet(s |) | Α | E | 3 | | PI-NA | MA4 (<u>不</u> | 會供公 | 眾查閱 | NOT fo | r Public | Inspe | ction) |
| | 頁 | 數 Number of | pages | | | | | | 頁數 | Numbe | r of pa | ages | | | | |
| | | | | | | | | | | | | | | | | |
| 6 | tyr is | E Cianad . | | | | | | | _ | | | | | | | |
| | 庻 1 | I Signed: | 董事 Dire | ctor/2 | :司秘書 | Compar | ny Secr | etary | * E | 期 Da | ite :_ | 日 DD | / 月 | MM | / 年 | YYYY |

| 表格 NA | MA4 | | | Continuation Sheet A |
|---|--|------------------------|-------------|--------------------------------|
| Appointment | 法人團體) (第 2 項) of Director (Body Corporate) | (Section 2) | | |
| 身分 Capacity | 董事 候補董事 Director Alternate Director | 代替 Alternate to | | |
| 中文名稱 Name in Chinese | 2 | | | |
| 英文名稱 Name in English | | | | |
| 地址 Address | | | | |
| | | | | |
| 國家/J Country/Re | 也區 egion | | | |
| 電郵地址 Email Address | | | | |
| 公司編號 Comp (只適用於在香港註 (Only applicable to I | | | | |
| 提示 Advisory Note | 所有公司董事均應閱讀公司註冊處 All directors of the company are a Companies Registry and acquaint the | idvised to read 'A Gui | de on Direc | tors' Duties' published by the |
| 本人罐代表上 I, acting on beh | 同意書 Consent to Act as Direc 述公司確認,上述公司同意擔任 alf of the above named company, o | etor E公司的董事/候補 | 董事*。 | |

董事(法人團體)的董事/公司秘書/獲授權人士*
Director/Company Secretary/Authorized Person of the Director (Body Corporate)*

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

表格 NAMA4

| 續頁 | В | Continuation | Sheet | В |
|----|---|--------------|-------|---|
| | | | | |

| 公司編號 | Company Number |
|------|----------------|
| | |
| | |

委任董事 (自然人) (第 3 項) Appointment of Director (Natural person) (Section 3)

| | 請在適用的空格內加上 ✔ 號 Please tick the relevant box(es) | | | | |
|----------------------------|---|------------------------|------------------|---|--|
| 10 | 身分 | 董事 | 候補董事 | 代替 Alternate to | |
| • | Capacity | Director | Alternate | | |
| | | | Director | | |
| | 中文姓名 | | | | |
| • | Name in Chinese | | | | |
| | 英文姓名 Name in English | 姓氏 Surname | | | |
| | | 名字 Other Names | | | |
| | 前用姓名 Previous Names | 中文 Chinese | | | |
| | | 英文 English | | | |
| | 別名 Alias | 中文 Chinese | | | |
| | | 英文 English | | | |
| 12 | 通訊地址 | | | | |
| (須在 PI-NAMA4 頁 | Correspondence Address | | | | |
| 填報董事 通常住址 | Addicos | | | | |
| Provide director's usua | al | | | | |
| residential address in | | | | | |
| PI-NAMA4 sh | eet) Co | 國家/地區 ountry/Region | | | |
| 3 | 電郵地址 Email Address | | | | |
| • | 身分識別 Identif | ication | | | |
| 14 (須在 | (a) 香港身分證 | | | | |
| PI-NAMA4 頁 填報完整 | | | g Identity Card | | |
| | (b) 護照 Passport | 簽發國 Issuing Count | 家/地區 y/Region | | |
| number in PI-NAMA4 she | eet) | | 事分號碼 | | |
| | , | Partia | I Number | | |
| 15 | 提示 Advisory Note | All directors | of the company a | 冊處編製的〈董事責任指引〉,並熱悉該指引所概述的董事一般責任。 are advised to read 'A Guide on Directors' Duties' published by the nt themselves with the general duties of directors outlined in the Guide. | |
| 1 5 | 出任董事職位同 | 司意書 Cons | sent to Act as D | Director | |
| • | | | | 確認本人已年滿 18 歲。 | |
| | | | | f this company and confirm that I have attained the age of 18 years. | |

簽署 Signed:

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

PI-NAMA4

| 公可編號 | Company Number |
|------|----------------|
| | |
| | |
| | |

委任合併後的公司的董事(自然人) – 受保護資料 Appointment of Director of Amalgamated Company (Natural Person) – Protected Information

16 公眾紀錄不會顯示此頁 This page will not be shown on the public record 公司須於本頁申報獲委任董事的香港身分證或護照的完整號碼及通常住址。 The full number of Hong Kong Identity Card or passport and usual residential address of the appointed director should be reported on this page. (每一頁 PI-NAMA4 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-NAMA4 頁填報。 Each PI-NAMA4 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-NAMA4 sheet(s).) 請在適用的空格內加上 ✓ 號 Please tick the relevant box(es) 候補董事 Capacity Director Alternate Director 中文姓名 Name in Chinese 英文姓名 姓氏 Surname Name in English 名字 Other Names 身分識別 Identification (a) 香港身分證(<u>完整</u>號碼) () Hong Kong Identity Card (Full Number) (b) 護照 簽發國家/地區 Passport Issuing Country / Region 完整號碼 Full Number Usual Residential Address 國家/地區 Country / Region



請勿覆蓋此頁內的條碼 DO NOT COVER THE BARCODES ON THIS PAGE

(交付表格 NAMA4 時,講將所有 PI-NAMA4 頁面於最後。 Please place all PI-NAMA4 sheets at the end when delivering the Form NAMA4.)



《公司條例》(香港法例第 622 章) 第 684(1)(d) 條規定交付的

委任合併後的公司的董事捅知書

填表須知 — 表格 NAMA4

附註

引言

- 1. 為使根據《公司條例》第13部第3分部屬同一集團的公司的合併有效,無論該合併屬縱向合併或橫向合併,每間合併的公司須在合併建議獲批准後的15日內,將以下文件交付公司註冊處處長(「處長」)登記一
 - (a) 獲批准的合併建議(表格NAMA1);
 - (b) 第683(1) 條規定的每項證明書(表格NAMA2);
 - (c) 每間合併的公司的董事發出的證明書(表格NAMA3), 述明該合併已一
 - (i) 按照《公司條例》第13部第3分部獲批准;及
 - (ii) 按照該合併的公司的章程細則獲批准。

合併後的公司並須將以下文件交付處長登記-

- (d) 關於委任合併後的公司的董事的通知(本表格);
- (e) 合併後的公司的董事或擬委任為該公司的董事的人發出的證明書,述明假若合併後的公司的債權人的申索相對該公司資產價值的比例,高於某合併的公司的債權人的申索相對該公司資產價值的比例,沒有債權人會因此事實而受到損害(表格NAMA5)。

在上述(a)至(e)的文件登記後,處長會在切實可行範圍內,盡快發出合併證明書, 指明一個日期為有關合併的生效日期。

- 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導從《公司條例》中有關條文的規定而交付處長。

簽署

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。

委任董事 (法人團體)(第2項)

- 6. 請述明獲委任者的身分。如屬候補董事,請註明獲代替行事的董事姓名或名稱。
- 請註明董事的註冊辦事處或主要辦事處的地址。如屬非香港地址,請同時填報「國家/地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。
- 請提供董事的電郵地址(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 ND2B 通知公司註冊處。
- 9. 每名獲委任的董事或候補董事均須在本表格的「出任董事職位同意書」上簽署。

所有公司董事均應閱讀公司註冊處編製的《董事責任指引》,並熟悉該指引所概述的董事一般責任。公司應把該指引發給董事参考。該指引可於公司註冊處網頁(www.cr.gov.hk)閱覽或下載,印文本亦可於香港金鐘道 66 號金鐘道政府合署 13 和14 樓公司註冊處的詢問處案取。

委任董事 (自然人)(第3項)

- 10. 請述明獲委任者的身分。如屬候補董事,請註明獲代替行事的董事姓名或名稱。
- 11. 屬自然人的獲委任者的姓名,必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人,則必須與其護照上所載的姓名一致。
- 12. 請申報董事的 <u>繼那地址</u>。如屬非香港地址,請同時填報「國家/地區」一欄。本處 不接納郵政信箱號碼。

每一頁 PI-NAMA4 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-NAMA4 頁填報。

13. 請提供董事的電郵地址(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 ND2B 通知公司註冊處。

- 14. (a) 請填報董事的香港身分證的 <u>部分數碼</u>。如該人並非香港身分證持有人,請提供 其所持護照的 <u>部分數碼</u>及簽發國家/地區。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) *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。
- (c) 請另外於 PI-NAMA4 頁內填報董事完整的香港身分證號碼或護照號碼。 PI-NAMA4 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-NAMA4 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-NAMA4 頁填報。

- (d) 如董事並非香港身分證持有人,亦沒有任何護照,則請在有關的空格內填上「無」。
- 15. 每名獲委任的董事或候補董事均須在本表格的「出任董事職位同意書」上簽署。

所有公司董事均應閱讀公司註冊處編製的《董事責任指引》,並熟悉該指引所概述的董事一般責任。公司應把該指引發給董事参考。該指引可於公司註冊處網頁(www.cr.gov.hk)閱覽或下載,印文本亦可於香港金鐘道 66 號金鐘道政府合署 13 和14 樓公司註冊處的詢問處案取。

委任合併後的公司的董事 (自然人) - 受保護資料 (PI-NAMA4)

16. 在 PI-NAMA4 頁所填報的香港身分證號碼或護照號碼及通常住址為受保護資料。 PI-NAMA4 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-NAMA4 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-NAMA4 頁填報。

- 17. 請填報獲委任的董事的香港身分證的完整號碼。如該人並非香港身分證持有人,請填報其所持護照的完整號碼及簽發國家/地區。如該獲委任者沒持有香港身分證或任何護照,則請在有關的空格內填上「無」。
- 18. 請填報獲委任的董事或候補董事的通常住址,如屬非香港地址,請同時申報「國家 /地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。

NOTICE OF APPOINTMENT OF DIRECTORS OF AMALGAMATED COMPANY

For the purposes of section 684(1)(d) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NAMA4

Introduction

- 1. For the purposes of effecting an amalgamation of companies within a group, whether by vertical amalgamation or horizontal amalgamation, under Division 3 of Part 13 of the Companies Ordinance, each and every amalgamating company must deliver the following documents to the Registrar of Companies (the Registrar) for registration within 15 days after the approval of the amalgamation proposal
 - (a) the amalgamation proposal that has been approved (Form NAMA1);
 - (b) every certificate required by section 683(1) (Form NAMA2);
 - (c) a certificate issued by the directors of each amalgamating company (Form NAMA3), stating that the amalgamation has been approved in accordance with
 - (i) Division 3 of Part 13 of the Companies Ordinance; and
 - (ii) the articles of the amalgamating company.

The amalgamated company must also deliver the following documents to the Registrar for registration — $\,$

- (d) a notice of appointment of the directors of the amalgamated company (this Form);
- (e) a certificate issued by the directors, or the proposed directors, of the amalgamated company stating that where the proportion of the claims of the amalgamated company's creditors in relation to the value of that company's assets is greater than the proportion of the claims of an amalgamating company's creditors in relation to the value of that company's assets, no creditor will be prejudiced by that fact (Form NAMA5).

As soon as practicable after the documents (a) to (e) above are registered, the Registrar will issue a certificate of amalgamation, specifying a date as the effective date of the amalgamation.

- 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

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.

Appointment of Director (Body Corporate) (Section 2)

- Please state the capacity(ies) of the appointee(s). If the appointment concerns an alternate director, please state the name(s) of the principal director(s) to whom the appointee is appointed as the alternate
- 7. The address of registered or principal office of the director should be given. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. 'Care of addresses or post office box numbers are not acceptable.
- Please provide the email address of the director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form ND2B.
- Every newly appointed director or alternate director must sign the 'Consent to Act as Director' in this form.

All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. Companies should provide copies of the Guide to their directors for information and reference. The Guide is accessible on the Companies Registry's website (www.cr.gov.hk). Hard copies are also available at the information counters of the Companies Registry on the 13th and 14th floors of the Queensway Government Offices, 66 Queensway, Hong Kong.

Appointment of Director (Natural Person) (Section 3)

- 10. Please state the capacity(ies) of the appointee(s). If the appointment concerns an alternate director, please state the name(s) of the principal director(s) to whom the appointee is appointed as the alternate.
- 11. The name of the appointee who is a natural person must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.
- Please provide the <u>correspondence address</u> of the director. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. Post office box numbers are not acceptable.
 - Please report the <u>usual residential address</u> of the director separately on a PI-NAMA4 sheet. PI-NAMA4 sheet and the information reported therein are withheld from public inspection.
 - Each PI-NAMA4 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-NAMA4 sheet(s).
- 13. Please provide the email address of the director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form ND2B.

14. (a) 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> and issuing country/region of the passport of the director according to the description of "Partial number" below:

Partial number means —

- 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.

e.g.

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) Please <u>DO NOT</u> 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 director separately on a PI-NAMA4 sheet. PI-NAMA4 sheet and the information reported therein are withheld from public inspection.
 - Each PI-NAMA4 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-NAMA4 sheet(s).
- (d) If the director holds neither a Hong Kong Identity Card nor a passport, please state 'Nii' in the boxes provided.
- 15. Every newly appointed director or alternate director must sign the 'Consent to Act as Director' in this form

All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. Companies should provide copies of the Guide to their directors for information and reference. The Guide is accessible on the Companies Registry's website (www.cr.gov.hk). Hard copies are also available at the information counters of the Companies Registry on the 13th and 14th floors of the Queensway Government Offices, 66 Queensway, Hong Kong.

Appointment of Director of Amalgamated Company (Natural Person) - Protected Information (PI- NAMA4)

- 16. Hong Kong Identity Card number or passport number and usual residential address reported on PI-NAMA4 sheet are protected information. PI-NAMA4 sheet and the information reported therein are withheld from public inspection.
 - Each PI-NAMA4 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-NAMA4 sheet(s).
- 17. Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the full number and issuing country/region of the passport of the appointed director. If the appointee(s) hold(s) neither a Hong Kong Identity Card nor a passport, please state 'Nii' in the boxes provided.
- 18. Please state the usual residential address of the appointed director or alternate director. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. 'Care of' addresses or post office box numbers are not acceptable.



周年申報表 Annual Return

^{表格} NAR1

| | | | | | | | 公司編 | 號 Compai | ny Number |
|--------|---|-----------------------------|---|----------------------|---------------------|---------------------------|--------------|------------------|--|
| | | | | | | | | | PF MM 年YYYY Toporation. Toporation. Teleference period. Its accounting reference |
| 註 Note | 1 | 公司夕稱 (| Company | ECOmpany | | | | | |
| | | Z -3 -12 -113 - 2 | · · · · · · · · · · · · · · · · · · · | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| 7 | 2 | 商業名稱(如 | 如有的話 |) Business | Name (If ar | ıy) | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | 3 | 公司類別T | ype of Co | mpany | | | | | |
| | | 請在適用的空格/ | 为加上 ✓ 號 | Please tick the | relevant box | | | | |
| | | 私人公 | ·司 | 公眾2 | 2 司 | 擔保有限公 | 司 | | |
| | | Private | company | Public | company | Company lim | nited by gua | rantee | |
| | 4 | * 中部主义 | 14生管口: | HI | | Г | | 1 | |
| Ů | 4 | | | | de Up | | | | |
| | | | | | | L | H DD | 月MM | 年 YYYY |
| 9 | 5 | period.) 隨本表格交 Period Cove | E付的財源 ered by Fi | 务報表所涵 nancial Sta | 蓋的會計期 tements De | 月 livered with this Fo | | end of its accou | nting reference |
| | | (III) CII - SSINIIII-SK | (知有的話) Business Name (If any) Type of Company | | | | | | |
| | | | | | | | | | |
| | | H DD | 月MM | 年 YYYY | | | H DD | 月MM | 年 YYYY |
| 10 | 6 | 註冊辦事處 | 地址 Ad | dress of Re | gistered Of | fice | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| 3 | 提 | 交人資料 Pres | sentor's Re | eference | | 請勿填寫本欄 For Of | fficial Use | | |
| | | 名 Name: | | | | | | | |
| | 哑 | 址 Address: | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | _ | . | _ | | | | | | |
| | _ | 話 Tel: 郵 Email: | ſ | 專具 ⊦ax: | | | | | |
| | _ | Reference: | | | | | | | |

| 表格 | N | Λ | | A |
|------|----|---|---|---|
| Form | IN | А | ĸ | 1 |

| | 公司編號 | Company Number |
|---|------|----------------|
| Г | | |
| | | |
| | | |

| 1 | 7 | 電郵地址 Email Address |
|---|---|--------------------|
| | | |
| | | |

8 按揭及押記 Mortgages and Charges

截至本申報表的結算日期,所有根據《公司條例》須向公司註冊處處長登記的,或若於 1912 年 1 月 1 日後設定便須如此登記的按揭及押記的負債總額

Total amount of the indebtedness as at the date to which this return is made up in respect of all mortgages and charges which are required to be registered with the Registrar of Companies pursuant to the Companies Ordinance or would have been required to be so registered if created after 1 January 1912

| _ | | | |
|-----|--|--|--|
| - 1 | | | |
| - 1 | | | |
| - 1 | | | |
| - 1 | | | |
| - 1 | | | |
| - 1 | | | |
| - 1 | | | |
| - 1 | | | |
| | | | |

9 無股本公司的成員人數 Number of Member(s) of a Company Not Having a Share Capital (有股本的公司無需填範此項 Company having a share capital need not complete this section)

| 截至本申報表的結算日期的成員人數 | |
|--|--|
| Number of Member(s) as at the Date to which this Return is Made Up | |

n 10 股本 Share Capital

(無股本的公司無需填報此項 Company not having a share capital need not complete this section)

| 截至本申報表的結算日期 As at the Date to which this Return is Made Up | | | | | | | | | | | |
|---|------------------|---------------------|---------------------|---|--|--|--|--|--|--|--|
| 股份的類別 | | 已發行股份 Issued Shares | | | | | | | | | |
| (如普通股/ 優先股等) Class of Shares (e.g. Ordinary/ Preference etc.) | 貨幣單位 Currency | 總數 Total Number | 總軟額 Total Amount | 已繳或視作 已繳的總款額 Total Amount Paid up or Regarded as Paid up | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| 總數 Total | | | | | | | | | | | |

| 表格 ▮▮ | . D4 | | | | | | 公 | 可編號 | Comp | any N | lumbe |
|------------------------------------|-----------------|-------------------------|--------|----|--|----------|----------|-----------|-------------|-----------|----------|
| Form N | AR1 | | | | | | | | | | |
| 11 公司秘書 | Compar | ny Secreta | ry | | | | | | | | |
| A. 公司秘書 (如超過一名公 | | | | | | than 1 c | company | secretar | y is a na | tural pei | rson) |
| 中文姓名 Name in Chinese | | | | | | | | | | | |
| 英文姓名 Name in English | 姓氏 Surname | | | | | | | | | | |
| Ot | 名字 her Names | | | | | | | | | | |
| 前用姓名 Previous Names | 中文 Chinese | | | | | | | | | | |
| | 英文 English | | | | | | | | | | |
| 別名 Alias | 中文 Chinese | | | | | | | | | | |
| | 英文 English | | | | | | | | | | |
| 香港通訊地址 Hong Kong | | | | | | | | | | | |
| Correspondence Address | | | | | | | | | | | |
| | | | | | | | | | | | |
| | 地區 Region | 香港/H | ONG KO | NG | | | | | | | |
| 電郵地址 Email Address | | | | | | | | | | | |
| 身分識別 Identifi | | | | | | | 1 | | | | |
| (a) 香港身分證 <u></u> Partial Numbe | | Kong Identity | Card | | | | | * | * | * | (* |
| (b) 護照 Passport | | ·國家/地區 ountry/Region | 1 | | | | | | | | |
| | <u>P</u> | 部分號碼 Partial Number | | | | | | | | | |
| B. 公司秘書 (如超過一名公 | | | | | | ore than | 1 compai | ny secret | tary is a l | body co | rporate) |
| 中文名稱 Name in Chinese | | | | | | | | | | | |
| 英文名稱 Name in English | | | | | | | | | | | |
| 香港地址 Hong Kong | | | | | | | | | | | |

地區 Region 香港 ∕ HONG KONG

13

14

18

Address

電郵地址 Email Address

公司編號 Company Number

| 表格 | N | Λ | | Ä |
|------|----|---|---|---|
| Form | IN | А | ĸ | |

| 公司編號 | Company | Number |
|------|---------|--------|
| | | |
| | | |
| | | |

12 董事 Directors

A. 董事 (自然人) Director (Natural Person)

| 請在適用的空格內加 | 上 ✓ 號 Please | tick the relev | ant box(es |) | | | | | | | |
|--|----------------------|------------------|------------|---------------|-------|------|----------|----|---|---|---|
| 身分 | | 董事 | | 侯補董事 | | 代替 / | lternate | to | | | |
| Capacity | _ | Director | _ , | Alternate Dir | ector | | | | | | |
| | | | | | | | | | | | |
| 中文姓名 Name in Chinese | | | | | | | | | | | |
| 英文姓名 Name in English | 姓氏 Surname | | | | | | | | | | |
| | 名字 Other Names | | | | | | | | | | |
| 前用姓名 Previous Names | 中文 Chinese | | | | | | | | | | |
| | 英文 English | | | | | | | | | | |
| 別名 Alias | 中文 Chinese | | | | | | | | | | |
| | 英文 English | | | | | | | | | | |
| 通訊地址 Correspondence Address | | | | | | | | | | | |
| | L | | | | | | | | | | |
| | | | | | | | | | | | |
| | 國家/地區 ntry/Region | | | | | | | | | | |
| 電郵地址 Email Address | | | | | | | | | | | |
| 身分識別 Identi (a) 香港身分證 Partial Numb | | g Identity Ca | ırd | | | | | * | * | * | (|
| (b) 護照 | 簽發國第 | X/地區 y/Region | | | | | | | | | |

表格 NAR1 公司編號 Company Number 12 董事 Directors (續上頁 cont'd) B. 董事 (法人團體) Director (Body Corporate) (如超過兩名董事屬法人團體, 請用續頁 C 填報 Use Continuation Sheet C if more than 2 directors are body corporate) 請在適用的空格內加上 ✓ 號 Please tick the relevant box(es) 代替 Alternate to 1 身分 候補董事 Director Alternate Director Capacity 中文名稱 Name in Chinese 英文名稱 Name in English 地址 Address 國家/地區 Country/Region 電郵地址 **Email Address** 公司編號 Company Number (Only applicable to body corporate registered in Hong Kong) 請在適用的空格內加上 ✓ 號 Please tick the relevant box(es) 董事 候補董事 代替 Alternate to 2 身分 Capacity Director Alternate Director 中文名稱 Name in Chinese 英文名稱 Name in English 地址 Address

(Only applicable to body corporate registered in Hong Kong)

國家/地區 Country/Region

公司編號 Company Number (只適用於在香港註冊的法人團體)

電郵地址

Email Address

22

19

22

| | 公司編號 | Company Number |
|---|------|----------------|
| Γ | | |
| П | | |
| L | | |

- 12 董事 Directors (續上頁 cont'd)
- C. 備任董事 Reserve Director

(只擅用於只有一名成員而該成員同時亦是唯一董事的私人公司) (Only applicable to a private company with only one member who is also the sole director of the company)

| 20 | 中文姓名 Name in Chinese | | | | | | | | |
|----|-----------------------------------|----------------------|-----------------------|------|--|---|---|---|-----|
| | 英文姓名 Name in English | 姓氏 Surname | | | | | | | |
| | Ot | 名字 her Names | | | | | | | |
| | 前用姓名 Previous Names | 中文 Chinese | | | | | | | |
| | | 英文 English | | | | | | | |
| | 別名 Alias | 中文 Chinese | | | | | | | |
| | | 英文 English | | | | | | | |
| 21 | 通訊地址 Correspondence Address | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | Countr | 家/地區 y/Region | | | | | | | |
| 22 | 電郵地址 Email Address | | | | | | | | |
| 23 | 身分識別 Identifi | cation | | | | | | | |
| | (a) 香港身分證音 Partial Numbe | | Kong Identity | Card | | * | * | * | (*) |
| | (b) 護照 Passport | | 國家/地區 untry/Region | | | | | | |
| | | <u>P</u> | 部分號碼 artial Number | | | | | | |

| | NAR1 | | | 24 3 WH 32 | Company Numbe |
|------------------|---|--|---|---|--|
| | 股本公司的成員詳情「 股本的公司必須填報此項 Compan | | | | Share Capital |
| | 逐期的空格内加上 ✓ 號 Please | | i mast complete tins se | cuon y | |
| | 非上市公司的成員詳情列 | 可於附表一 | | | |
| | Particulars of members of | | ny are listed in Sche | dule 1 | |
| | 上市公司的成員詳情列為 Particulars of members of | | e listed in Schedule | 2 | |
| | 可紀錄 Company Reco 它位不足,請用續頁 D 填報 Use (| | ne space provided is insu | ufficient) | |
| | 可 備存下列紀錄的地址(如 dress where the following comp | | | | Section 6) |
| 公 | 司紀錄 Company Records | | 地址 A | Address | |
| | | | | | |
| | 述書 Statement 現述即公司自最近一份周 助け、並沒有發出到 第 11(2)條於計算公司成 The company has not, since the first annual return), issue company and that if the numb consists wholly of persons calculation of the number of m | J年申報表的結算E 該請,以邀請公眾, 賃日超過五十名, 員人數時不包括在 the date of the last and any invitation to the er of members of the who, under section | 期起(如屬首份周 人士認購公司的任 則超出五十名之數 內的人。 nual return (or since te e public to subscribe company exceeds 50 11(2) of the Compa | 年申報表,則自公何股份或債權證: 女的成員,全屬根: the date of incorporate for any shares or cas at the date of this | 可成立為法團 同時如成員人 膝(公司條例) ion in the case of debentures of the return, the excess |
| (AD) | 观述明公司自最近一份周的日期起),並沒有發出 數於本申報表的結算日期 第11(2)條於計算公司成 The company has not, since the first annual return), issue company and that if the numb consists wholly of persons | 日年申報表的結算に 整備・以邀請公眾 賞日超過五十名・ 両人數時不包括在 中 date of the last and any invitation to the ref members of the who, under section nembers of the compa | 期起(如屬首份周 人士認購公司的任 則超出五十名之妻 內的人。 nual return (or since te public to subscribe company exceeds 50 11(2) of the Compa ny. Advisory Note te an Directors' Duties te on Directors' Duties | 年申報表,則自公何股份或債權體; 如的成員,全屬根 the date of incorporat for any shares or c as at the date of this nies Ordinance, are | 可成立為法團 同時如成員人 |
| (\$\frac{1}{2}\) | 不然人公司,請在空格內加上 〈 類述 明公司自最近一份周 的日期起),並沒有發出 數於本申報表的結算日期 第11(2)條於計算公司成. The company has not, since it the first annual return), issue company and that if the numb consists wholly of persons calculation of the number of m | は を は は は は は は は に は は に は は に は は に は は に は は に は に は に は に は に は に は に は に は に に は に は に は に は に は に は に は に は に は に は に は に は に は に は に は に に に に に に に に に に に に に | 期起(如屬首份周人士認購公司的任則超出五十名之數內的人。 nual return (or since te public to subscribe company exceeds 50 11(2) of the Company. Advisor Note t任指引》,並熟悉能putlined in the Guide. | 年申報表,則自公何股份或債權體; 故的成員,全屬根: the date of incorporate of or any shares or c as at the date of this niles Ordinance, are 数相引所概述的董事 'published by the Cor | 可成立為法團 同時如成員人 |
| 所 Al ac | 類似人公司,請在空格內加上 〈 類或 明公司自最近一份周 的日期起),並沒有發出 數於本申報表的結算日期 第 11(2)條於計算公司成, The company has not, since the first annual return), issue company and that if the number consists wholly of persons calculation of the number of m | は を は は は は は は は に は は に は は に は は に は は に は は に は に は に は に は に は に は に は に は に に は に は に は に は に は に は に は に は に は に は に は に は に は に は に は に に に に に に に に に に に に に | 期起(如屬首份周人士認購公司的任則超出五十名之數內的人。 nual return (or since te public to subscribe company exceeds 50 11(2) of the Company. Advisor Note t任指引》,並熟悉能putlined in the Guide. | 年申報表,則自公何股份或債權體; 故的成員,全屬根: the date of incorporate of or any shares or c as at the date of this niles Ordinance, are 数相引所概述的董事 'published by the Cor | 可成立為法團 同時如成員人 |

*請删去不適用者 Delete whichever does not apply

附表一 Schedule 1 (非上市公司適用 FOR NON-LISTED COMPANY)

Company Number

| 本申報表的 Date to whice | 結算日期 :hthis Return | ı is Made Up | 公司編號 |
|------------------------|-----------------------|--------------|------|
| | | | |
| 日 DD | 月MM | 年 YYYY | |

多型 非上市公司的成員詳情 (第 13 項) Particulars of Member(s) of a Non-listed Company (Section 13)

(有股本的非上市公司必須填報此頁。如空位不足,或超過一類股份,可另加附表一。)

(Mon-listed company having a share capital must complete this page. If the space provided is insufficient, or if there is more than one class of shares, please use additional Schedule 1.)

| 截至本申報表的結算日期的 | 可成員詳情 Particulars of Member(s) as at t | the Date to which this Return is Made Up |
|----------------------|---|--|
| 股份類別 Class of Shares | | |
| 此類別股份的已發行總數「 | Fotal Number of Issued Shares in this C | lass |

| | | | 股份 Shares | | | | |
|---------------|---------------|--|--------------|----------------------|--|--|--|
| 姓名/名稱 Name | 地址 Address | | | 轉讓* Transferred * | | | |
| | | | 數目 Number | 日期 Date | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

- * 如公司的股份自上一份周年申報表日期以來(如屬首份周年申報表,則自公司成立為法團以來)有任何轉讓,有關詳情亦請一併申報:股份受讓人的姓名/名稱請在「備註」一欄註明。
- If there have been any transfers of the company's shares since the date of the last annual return (or since incorporation if this is the first annual return), please also provide details of the transfers; the name of the transferse should be stated in the 'Remarks' column.

29

附表二 Schedule 2 (上市公司適用 FOR LISTED COMPANY)

| 本申報表的組 | 洁算日期 | | | | |
|--------------------|---------------|----------------|------------------------|------|----------------|
| Date to which | h this Return | n is Made Up | | 公司編號 | Company Number |
| | | | | | |
| 日 DD | 月MM | 年 YYYY | | | |
| 上市公司的 | 可成員詳情 | (第 13 項) | | | |
| Particulars | of Member | s) of a Lister | d Company (Section 13) | | |

(Listed company having a share capital must complete this page. If the space provided is insufficient, or if there is more than one class of shares, please use additional Schedule 2.)

截至本申報表的結算日期持有公司任何類別股份中的 5% 或多於 5% 發行股本的成員的詳情
Particulars of Member(s) who Held 5% or More of the Issued Shares in any Class of the Company's Shares as

(有股本的上市公司必須填報此頁。如空位不足,或超過一類股份,可另加附表二。)

此類別股份的已發行總數 Total Number of Issued Shares in this Class

at the Date to which this Return is Made Up

股份類別 Class of Shares

| | | 股份 Shares | |
|---------------|---------------|---------------------------------|---|
| 姓名/名稱 Name | 地址 Address | 現時持有量 Current Holding | 佔此類別已發行 股份的百分比 Percentage of Issued Shares Held in this Class |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

表格 Form NAR1

續頁 A Continuation Sheet A

| | 本申報表的結算日 Date to which this | | is Made U | <u>p</u> _ | | | | | 公司 | 編號(| Compa | ny Nu | mber |
|------------|--------------------------------|---------------|---------------------|------------|----------|--------|--------|-------|-------|-----|-------|-------|------|
| | | | | | | | | | | | | | |
| | 目 DD 月 | ММ | 年 YYYY | | | | | | | | | | |
| | <u>公司秘書詳情</u> | (第 11 | 項) Det | ails of Co | mpany | Secret | ary (S | ectio | n 11) | | | | |
| | A. 公司秘書(自 | 然人)(| Company S | Secretary | (Natural | Person |) | | | | | | |
| | 中文姓名 Name in Chinese | | | | | | | | | | | | |
| 13 | | 姓氏 Surname | | | | | | | | | | | |
| | Name in English | Surname | | | | | | | | | | | |
| | | er Names | | | | | | | | | | | |
| | 前用姓名 Previous Names | 中文 Chinese | | | | | | | | | | | |
| | | 英文 English | | | | | | | | | | | |
| | 別名 | 中文 Chinese | | | | | | | | | | | |
| | Alias | - | | | | | | | | | | | |
| | | 英文 English | | | | | | | | | | | |
| 14 | 香港通訊地址 Hong Kong | | | | | | | | | | | | |
| | Correspondence Address | Ī | | | | | | | | | | | |
| | Addiess | F | | | | | | | | | | | |
| | | ## DEC _ | = 4 /11 | ONG R | NIG. | | | | | | | | |
| _ | | Region 1 | 11 一對音 | ONG KO | ING | | | | | | | | |
| 15 | 電郵地址 Email Address | | | | | | | | | | | | |
| 16 | 身分識別 Identifica | ation | | | | | | | | | | | |
| | (a) 香港身分體部 Partial Number | | ona Identity | Card | | | | | | * | * | * | (*) |
| | (b) 護照 | 簽發目 | 國家/地區 | | | | | - | | | | _ | |
| | Passport | Issuing Cou | ntry/Region 部分號碼 | | | | | | | | | | |
| | | _ | rtial Number | : | | | | | | | | | |
| | B. 公司秘書(法 | 人團體 |) Compan | y Secretai | y (Body | Corpo | rate) | | | | | | |
| ① | 中文名稱 Name in Chinese | | | | | | | | | | | | |
| • | 英文名稱 | | | | | | | | | | | | |
| • | Name in English 香港地址 | | | | | | | | | | | _ | |
| 1 3 | Hong Kong Address | | | | | | | | | | | | |
| | 71441000 | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | 地區 Regio | 香港 | / HONG | KONG | | | | | | | | | |
| 15 | 電郵地址 | | | | | | | | | | | | |
| • | Email Address | | | | | | | | | | | | |
| | 公司編號 Compan | v Number | | | | | | | | | | | |

續頁 B Continuation Sheet B

本申報表的結算日期

| Date to which | h this Return | is Made Up |
|---------------|---------------|------------|
| | | |
| | | |
| מח 🛱 | Вмм | # VVVV |

| 公司编號 | Company | Number |
|------|---------|--------|
| | | |
| | | |

董事詳情 (自然人) (第 12A 項) Details of Director (Natural Person) (Section 12A)

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

| 19 | 身分 Capacity | | 董事 Director | 候補董事 Alternate Director | 代替 Alternate | e to | |
|----|---|------------------------|----------------|----------------------------|--------------|------|-------|
| | Supusity | | | | | | |
| 20 | 中文姓名 Name in Chinese | | | | | | |
| | 英文姓名 Name in English | 姓氏 Surname | | | | | |
| | Othe | 名字 er Names | | | | | |
| | 前用姓名 Previous Names | 中文 Chinese | | | | | |
| | | 英文 English | | | | | |
| | 別名 Alias | 中文 Chinese | | | | | |
| | | 英文 English | | | | | |
| 21 | 通訊地址 Correspondence Address | | | | | | |
| | | | | | | | |
| | | / Sale TET | | | | | |
| | Country | 大地區 Region | | | | | |
| 22 | 電郵地址 Email Address | | | | | | |
| 23 | 身分識別 Identifica (a) 香港身分證 <u>部</u> Partial Number | 分號碼 | Identity Card | | | * * | * (*) |
| | (b) 護照 Passport | 簽發國家 ssuing Country | /地區 /Region | | | | |
| | | | 分號碼 Number | | | | |

續頁 C Continuation Sheet C

本申報表的結算日期

Date to which this Return is Made up

日 DD 月 MM 年 YYYY

| | 公司編號 | Company Number |
|---|------|-----------------------|
| Г | | |
| L | | |

董事詳情 (法人團體) (第 12B 項) Details of Director (Body Corporate) (Section 12B)

| | <i>請在適用的空格內加上 •</i> | / 赛 Please tick the re | | | |
|----------|--|------------------------|--------------------|-----------------|---|
| 19 | 1 身分 | 董事 | 候補董事 | 代替 Alternate to | |
| | | Director | Alternate Director | 142 | |
| | Capacity | Director | Alternate Director | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | 中文名稱 | | | | |
| | Name in Chinese | | | | |
| | | | | | |
| | | | | | |
| | 英文名稱 | | | | |
| | Name in English | | | | |
| | | | | | |
| _ | Par. 2.2 | | | | - |
| 24 | 地址 | | | | |
| _ | Address | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | <u></u> | | | |
| | 國家/地區 | | | | |
| | 國家/地區 Country Region | | | | |
| 22 | 電郵地址 | | | | |
| 4 | | | | | |
| | Email Address | | | | |
| | 公司編號 Company | Number | | | |
| | (只適用於在香港註冊的法人) | | | | |
| | (Only applicable to body corp | | ona) | | |
| | (0) 0,, | | 9/ | | |
| | 請在適用的空格内加上 * | / 號 Please tick the re | elevant box(es) | | |
| 19 | 2 身分 | 董事 | 候補董事 | 代替 Alternate to | |
| | | | | I C T ARCHIOLO | |
| | | | | | |
| | Capacity | Director | Alternate Director | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | Capacity | | | | |
| | Capacity 中文名稱 | | | | |
| | Capacity | | | | |
| | Capacity 中文名稱 Name in Chinese | | | | |
| | Capacity 中文名稱 Name in Chinese | | | | |
| | Capacity 中文名稱 Name in Chinese | | | | |
| | Capacity 中文名稱 Name in Chinese | | | | |
| | 中文名稱 Name in Chinese 英文名稱 Name in English | | | | |
| 24) | 中文名稱 Name in Chinese 英文名稱 Name in English 地址 | | | | |
| 24 | 中文名稱 Name in Chinese 英文名稱 Name in English | | | | |
| 24 | 中文名稱 Name in Chinese 英文名稱 Name in English 地址 | | | | |
| 2 | 中文名稱 Name in Chinese 英文名稱 Name in English 地址 | | | | |
| 24 | 中文名稱 Name in Chinese 英文名稱 Name in English 地址 | | | | |
| 24 | 中文名稱 Name in Chinese 英文名稱 Name in English 地址 | | | | |
| 24 | 中文名稱 Name in Chinese 英文名稱 Name in English 地址 | | | | |
| 24 | 中文名稱 Name in Chinese 英文名稱 Name in English 地址 Address | Director | | | |
| 24 | 中文名稱 Name in Chinese 英文名稱 Name in English 地址 | Director | | | |
| | 中文名稱 Name in Chinese 英文名稱 Name in English 地址 Address | Director | | | |
| 29 | 中文名稱 Name in Chinese 英文名稱 Name in English 地址 Address | Director | | | |
| | 中文名稱 Name in Chinese 英文名稱 Name in English 地址 Address | Director | | | |
| | 中文名稱 Name in Chinese 英文名稱 Name in English 地址 Address | Director | | | |

指明編號 1/2022 (2022年 10月) Specification No. 1/2022 (October 2022)

(Only applicable to body corporate registered in Hong Kong)

續頁 D Continuation Sheet D

地址 Address

| 101111 | , | |
|---------------|----------------|--------------|
| 本申報表的 | 結算日期 | |
| Date to which | ch this Returi | n is Made Up |
| | | |
| | | |
| 目DD | 月MM | 年 YYYY |
| | | |

公司紀錄 (第 14 項) Company Records (Section 14)

公司紀錄 Company Records

公司備存下列紀錄的地址(如並非備存於第 6 項所述的註冊辦事應內) Address where the following company records are kept (if not kept at the registered office stated in Section 6)

《公司條例》(香港法例第 622 章) 第 662 條規定交付的

周年申報表

道表須知 — 表格 NAR1

附註

引言

- 每間在香港成立為法團的公司必須向公司註冊處處長(「處長」)交付一份周年申報表 登記。公司董事及公司秘書有責任確保申報表正確反映公司於申報表的結算日期的狀況。
- 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。

交付表格的期限

4. <u>本表格必須於申報表的結算日期後 42 日內交付處長登記</u>。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。不論公司屬何類別, <u>逾期提交者均須繳付較高的註冊費</u> 租。

費用

5. 本表格必須連同正確的註冊費用一併交付,否則公司註冊處不會接納。公司註冊處將依據公司重新交付表格的日期,計算所需繳付的註冊費用。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。

答男

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,並將依據公司重新交付已簽妥的表格的日期,計算所需繳付的註冊費用。

商業名稱 (第2項)

7. 除公司名稱外,請申報所採用的任何商業名稱。

本申報表的結算日期 (第 4 項)

8. 請述明申報表的結算日期。就某一年而言,私人公司的申報表的結算日期,即該公司成立為法團之日在該年中的周年日。就某一財政年度而言,公眾公司的申報表的結算日期,即該公司的會計參照期結束後的6個月屆滿之日:屬擔保有限公司的申報表的結算日期,即該公司的會計參照期結束後的9個月屆滿之日。

隱本表格交付的財務報表所涵蓋的會計期 (第5項)

- 9. (a) 公眾公司或擔保有限公司的周年申報表須隨附根據《公司條例》第430條須送交該公司每名成員的關乎該財政年度的報告文件的副本,包括財務報表、董事報告及就該財務報表作出的核數師報告。該等副本須經該公司的一名董事或公司秘書核證為直會副本。
 - (b) 如(a)段所述的任何文件所用的語文既非中文亦非英文,該文件的經核證英文或中文譯本必須附於該文件。

註冊辦事處地址 (第6項)

10. 註冊辦事處的地址必須為公司於申報表的結算日期當日的地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。

電郵地址 (第7項)

11. 請提供公司的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改,請以表格 NR1 通知公司註冊處。

股本 (第10項)

12. 有股本的公司必須申報其已發行股本及已繳股款的詳細資料。以下例子只供參考。

例子: 甲乙丙有限公司已發行 5,000 股普通股,截至本申報表的結算日期該等普通 股已繳足股款。

| 徽至本申報表的結算日期 As at the Date to which this Return is Made Up | | | | | | | |
|--|------------------|---------------------|---------------------|---|--|--|--|
| 股份的類別 (如普通股/ | | 已發行股份 Issued Shares | | | | | |
| 優先股等) Class of Shares (e.g. Ordinary / Preference etc.) | 貨幣單位 Currency | 總數 Total Number | 總數額 Total Amount | 已繳或視作 已繳的總款額 Total Amount Paid up or Regarded as Paid up | | | |
| 普通股 港元 | | 5,000 | 5,000 | 5,000 | | | |
| | | | | | | | |
| 總數 Total | 港元 | 5,000 | 5,000 | 5,000 | | | |

公司秘書 (第11項)

- **13.** 屬自然人的公司秘書的姓名,必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人,則必須與其護照上所載的姓名一致。
- **14.** 請申報屬自然人的公司秘書*在香港的邇訊地址*。本處不接納非香港地址或郵政信箱號碼。
- 15. 請提供公司秘書的電郵地址(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 ND2B 通知公司註冊處。

16. (a) 請申報香港身分證的*部分號碼*。如該人並非香港身分證持有人,請申報其所持護 照的*部分號碼*及簽發國家/地區。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:

香港身分讚號碼

| 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) | А | 1 | 2 | 3 | * | * | * | (*) |
| AA123456(7) | A A | 1 | 2 | 3 | * | * | * | (*) |

護照號碼

| SS 7/1/ 49/2 14/9 | | | | | | |
|-----------------------|---------|--|--|--|--|--|
| 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) 如公司秘書屬自然人,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」。
- 17. 如某商號的所有合夥人為公司的聯名公司秘書,請在供公司秘書(法人團體)填報名稱的空格內申報商號名稱。
- 18. 如公司秘書屬法人團體,請註明其在**香港**的註冊辦事處或主要辦事處的地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。

董事 (第12項)

- 19. 請述明董事的身分。如屬候補董事,請註明獲代替行事的董事姓名或名稱。
- 20. 屬自然人的董事或備任董事的姓名,必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人,則必須與其護照上所載的姓名一致。
- 21. 請申報屬自然人的董事或備任董事的
 類部地址。如屬非香港地址,請同時申報「國家/地區」一欄。本處不接納郵政信箱號碼。

- 22. 請提供董事或備任董事的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改,請以寿格 ND2B或 ND7 通知公司註冊處。
- 23. (a) 請申報董事或備任董事的香港身分證的*部分號碼*。如該人並非香港身分證持有人,請申報其所持護照的*部分號碼*及簽發國家/地區。有關填報身分識別的*部分號碼*內詳情及例子,請參閱附註 16。
 - (b) 如董事或備任董事屬自然人,並曾根據附註 16 的描述,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) 前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」。
- 24. 如董事屬法人團體,請註明其註冊辦事處或主要辦事處的地址。如屬非香港地址,請同時申報「國家/地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。

有股本公司的成員詳情 (第 13 項)

25. 如公司屬有股本的公司,請於附表一(適用於非上市公司)或附表二(適用於上市公司) 申報公司成員的詳情。

公司紀錄 (第14項)

26. 公司紀錄指《公司條例》規定公司須備存的登記冊、索引、協議、備忘錄、會議紀錄或 其他文件,但不包括會計紀錄。

(董事責任指引)

27. 所有公司董事均應閱讀公司註冊處編製的《董事責任指引》,並熟悉該指引所概述的董事一般責任。公司應把該指引發給董事参考。該指引可於公司註冊處網頁(www.cr.gov.hk) 閱覽或下載,印文本亦可於香港金鐘道 66 號金鐘道政府合署 13 和 14 樓公司註冊處的詢問處索取。

非上市公司的成員詳情 (附表一)

- 28. (a) 每類別股份的已發行總數必須與申報表第 10 項中所申報該類別股份的已發行股份線數相同。
 - (b) 如成員的詳情有任何更改,請在「備註」一欄內相關之處說明(例如:更改地址、 更改名稱等)。
 - (c) 如公司股本的結構有任何更改,例如:某一類別股份轉換為另一類別股份、已發行的股份被公司沒收等,請在「備註」一欄內相關之處說明(例如: 'A'股於 XXXX 年 XX 月 XX 日轉換為'B'股、股份於 XXXX 年 XX 月 XX 日被沒收等)。
 - (d) 如公司備存成員登記支冊,而該登記支冊所載記項的詳情與需要載於周年申報表內的事項有關,而且該周年申報表是在該等記項的文本送抵該公司的註冊辦事處之後交付處長,請申報有關的詳情。

上市公司的成員詳情 (附表二)

29. 上市公司須於附表二提供的成員詳情,僅限於周年申報表的結算日期當日持有該公司 任何類別股份中的 5% 或多於 5% 發行股本的成員的詳情。

ANNUAL RETURN

For the purposes of section 662 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NAR1

Introduction

- Every company incorporated in Hong Kong must make an annual return which should be delivered to the Registrar of Companies (the Registrar) for registration. It is the duty of the director(s) and the company secretary to ensure that the return accurately reflects the affairs of the company as at the date to which the return is made up.
- 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.
- 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.

Deadline for Delivery of this Form

4. This form must be delivered to the Registrar for registration within 42 days after the date to which the return is made up by post or in person to "The Companies Registry, 14th floor, 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. Regardless of the types of companies, late submission will be subject to payment of a higher registration fee.

Fee

5. This form must be delivered with the correct registration fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. The registration fee payable will be calculated according to the resubmission date of the form. 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

6. 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. The registration fee payable will be calculated according to the resubmission date of the properly signed form.

Business Name (Section 2)

7. Please state any business names used in addition to the company's name.

Date to which this Return is Made Up (Section 4)

8. Please state the date to which the Annual Return is made up. For a private company, the date to which the return is made up in respect of a particular year is the anniversary of the date of the company's incorporation in that year. For a public company, the date to which the return is made up in respect of a particular financial year is the date that is 6 months after the end of its accounting reference period. For a company limited by guarantee, the date to which the return is made up in respect of a particular financial year is the date that is 9 months after the end of its accounting reference period.

Period Covered by Financial Statements Delivered with this Form (Section 5)

- 9. (a) Public companies and companies limited by guarantee are required to deliver with each annual return copies of the reporting documents required to be sent to every member of the company under section 430 of the Companies Ordinance, which include the financial statements and the directors' report for the financial year and the auditors' report on those financial statements. Copies of the reporting documents must be certified by a director or the company secretary to be true copies.
 - (b) If any of the documents is in a language other than Chinese or English, a certified translation in English or Chinese of the document must be delivered.

Address of Registered Office (Section 6)

10. The address must be the registered office address as at the date to which the return is made up. Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable.

Email Address (Section 7)

11. Please provide the email address of the company, if any, to facilitate electronic communication. If there is any subsequent change in the email address, please notify the Companies Registry by completing Form NR1.

Share Capital (Section 10)

- A company having a share capital must report the details of its issued and paid up share capital. An example is provided below for reference only.
 - e.g. ABC Company Limited has issued 5,000 ordinary shares which are fully paid as at the date of this return

| 截至本申報表的結算日期 As at the Date to which this Return is Made Up | | | | | | | |
|---|------------------|---------------------|---------------------|---|--|--|--|
| 股份的類別 (如普通股/ | | 已發行股份 Issued Shares | | | | | |
| 優先股等) Class of Shares (e.g. Ordinary/ Preference etc.) | 貨幣單位 Currency | 總數 Total Number | 總款額 Total Amount | 已繳或視作 已繳的總款額 Total Amount Paid up or Regarded as Paid up | | | |
| Ordinary | HKD | 5,000 | 5,000 | 5,000 | | | |
| | | | | | | | |
| 總數 Total | HKD | 5,000 | 5,000 | 5,000 | | | |

Company Secretary (Section 11)

- 13. The name of the company secretary who is a natural person must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.
- 14. Please provide the <u>correspondence address in Hong Kong</u> of the company secretary who is a natural person. Non-Hong Kong addresses or post office box numbers are not acceptable.
- 15. Please provide the email address of the company secretary, if any, to facilitate electronic communication. If there is any subsequent change in the email address, please notify the Companies Registry by completing Form ND2B.

16. (a) 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> and issuing country/region of the passport according to the description of "Partial number" below:

Partial number means -

- 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.

e.g.
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 Num (including punctu and symb | ation marks | Partial Number | |
|---|-------------|----------------|--|
| ABCD123 | 34567 | ABCD12 | |
| ABCD123 | 345678 | ABCD12 | |
| ABCD123 | 3456789 | ABCD123 | |
| ABC-123- | 4 | ABC1 | |
| #A123456 | 67H(*) | A1234 | |

- (b) If the company secretary who is a natural person has previously registered the <u>partial 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.
- 17. If all the partners in a firm are joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).
- 18. If the company secretary is a body corporate, the address of its registered or principal office in <u>Hong Kong</u> should be given. Non-Hong Kong addresses, 'care of addresses or post office box numbers are not acceptable.

Directors (Section 12)

- 19. Please state the capacity(ies) of the director(s). In the case of an alternate director, please state the name(s) of the principal director(s) to whom he or she or it is the alternate.
- 20. The name of the director or reserve director who is a natural person must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.
- 21. Please provide the <u>correspondence address</u> of a director or reserve director who is a natural person. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. Post office box numbers are not acceptable.

- 22. Please provide the email address of the director or reserve director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form ND2B or ND7.
- 23. (a) 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> and issuing country/region of the passport of a director or reserve director. Please refer to Note 16 on the Identity and examples of <u>partial number</u>.
 - (b) If the director or reserve director who is a natural person has previously registered the <u>partial number</u> of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description of Note 16 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.
- 24. If the director is a body corporate, the address of its registered or principal office should be given. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. 'Care of addresses or post office box numbers are not acceptable.

Particulars of Member(s) of a Company Having a Share Capital (Section 13)

25. For a company having a share capital, details of members should be attached to this return. For non-listed companies, please complete Schedule 1. For listed companies, Schedule 2 should be used.

Company Records (Section 14)

26. Company records mean any register, index, agreement, memorandum, minutes or other document required by the Companies Ordinance to be kept by a company, but do not include accounting records.

'A Guide on Directors' Duties'

27. All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. Companies should provide copies of the Guide to their directors for information and reference. The Guide is accessible on the Companies Registry's website (www.cr.gov.hk). Hard copies are also available at the information counters of the Companies Registry on the 13th and 14th floors of the Queensway Government Offices, 66 Queensway, Hong Kong.

Particulars of Member(s) of a Non-listed Company (Schedule 1)

- 28. (a) For each class of shares, the total number of issued shares for the class must agree with the total number of issued shares for that class as reported in Section 10 of the return.
 - (b) If there have been any changes in the particulars of the member(s), please indicate the changes in the 'Remarks' column against the related entry (e.g. change of address, change of name etc.).
 - (c) If there have been any changes in the structure of the share capital of the company, e.g. conversion of one class of shares into shares of another class, forfeiture of issued shares etc., please indicate the changes in the 'Remarks' column against the related entry (e.g. 'A' shares converted to 'B' shares on dd / mm / yyyy, shares forfeited on dd / mm / yyyy etc.).
 - (d) If the company keeps a branch register of members and the particulars of the entries in that register relate to matters which are required to be contained in the annual return, particulars of the entries in that register should be included in the annual return if copies of those entries have been received at the registered office of the company before the annual return is delivered to the Registrar.

Particulars of Member(s) of a Listed Company (Schedule 2)

29. The particulars of members of a listed company to be provided in Schedule 2 are limited to those relating to members who held 5% or more of the issued shares in any class of the company's shares as at the date to which the return is made up.

公司註冊處 Companies Registry

更改公司秘書及董事通知書(委任/停任) Notice of Change of Company Secretary and Director (Appointment/Cessation)

表格 ND2A

公司編號 Company Number 計 Note 公司名稱 Company Name 2 公司秘書/董事的停任 Cessation to Act as Company Secretary/Director (如超過一名公司秘書/董事停任・請用續頁 A 填報 Use Continuation Sheet A if more than 1 company secretary / director ceased to act) A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry 請在適用的空格內加上 ✓ 號 Please tick the relevant box(es) 公司秘書 董事 身分 候補董事 代替 Alternate to Capacity Company Director Alternate Secretary Director 公司秘書/董事的詳情 (自然人) Particulars of Company Secretary/Director (Natural Person) 中文姓名 Name in Chinese 姓氏 英文姓名 Surname Name in English 名字 Other Names 身分識別 * * (*) Identification 香港身分證部分號碼 護照部分號碼 Partial Number of Hong Kong Identity Card Partial Number of Passport 或 OR 公司秘書/董事的詳情 (法人團體) Particulars of Company Secretary/Director (Body Corporate) 中文及英文名稱 Chinese and English Names B. 停任詳情 Details of Cessation 停任原因 辭職/其他 去世 Reason for Cessation Resignation / Others Deceased 停任日期 Date of Cessation 0 日 DD 月MM 年 YYYY 上述董事或候補董事在停任日期後,是否仍然擔任這公司的候補董事或董事職位? Will this director or alternate director continue to hold office as alternate director or director in 是 Yes this company after the date of cessation? 否No 提交人資料 Presentor's Reference 請勿填寫本欄 For Official Use 低夕 Name 地址 Address:

傳直 Fax:

電話 Tel:

電郵 Email: 檔號 Reference:

公司編號 Company Number 表格 ND2A Form 3 委任公司秘書/董事 (自然人) Appointment of Company Secretary/Director (Natural Person) (如委任超過一名自然人為公司秘書/董事,請用續頁 B 填報 Use Continuation Sheet B if more than 1 natural person is appointed as company secretary / director) 請在適用的空格內加上 ✓ 號 Please tick the relevant box(es) 代替 Alternate to 身分 公司秘書 普惠 候補董事 Capacity Company Director Alternate Secretary Director 中文件名 Name in Chinese 英文姓名 姓氏 Surname Name in English 名字 Other Names 前用姓名 中文 Chinese **Previous Names** 別名 中文 Chinese Alias **英文** English 通訊地址 13 Correspondence Address (細本 PI-ND2A ∰ 填報董事 通常住址 Provide residential 國家/地區 Country/Region address in PI-ND2A sheet) 電郵地址 16 **Email Address** 身分識別 Identification Ø (a) 香港身分證<u>部分號碼</u> (領在 (*) PI-ND2A ∰ Partial Number of Hong Kong Identity Card 填報完整 身分識別號碼 (b) **護照** 簽發國家/地區 Issuing Country / Region Provide full Passport identification 部分號碼 number in PI-ND2A sheet) Partial Number 委任日期 Date of Appointment 年 YYYY 日 DD 月 MM 上述董事或候補董事在獲得這次委任時,是否已經是這公司的現任候補董事或董事? Is this director or alternate director already an existing alternate director or director in this 18 是 Yes company at the time of this appointment? 否 No 所有公司董事均應閱讀公司註冊處錯製的〈董事責任指引〉,並熟悉該指引所概述的董事一般責任。 All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. 提示 Advisory Note 出任董事職位同意書 Consent to Act as Director *請刪去不適用者 Delete whichever does not apply 19 本人同意擔任公司的董事/候補董事*,並確認本人已年滿 18 歲。 I consent to act as director/alternate director* of this company and confirm that I have attained the age of 18 years.

簽署 Signed

| | | ·格 ND | 2 A | | | | | Γ | 公司編號 C | ompa | ny Number |
|---|---|---|---------------------------|----------------------|--------------------------|--------------------|---------------|--|----------------|-------------|----------------------|
| | 4 | 委任公司秘書 (如委任超過一個法) company secretary, 請在適用的空格內加 身分 | 人團體為公司秘書 ∕director) | /董事,請/ | 用續頁 C 填彩 vant box(es) | 椒 Use Conti | nuatior | | | | |
| , | | Capacity | Company Secretary | Directo | or Al | ternate rector | 14 5 | | | | |
| | | 中文名稱 Name in Chinese | • | | | | | | | | |
| | | 英文名稱 Name in English | | | | | | | | | |
| • | | 地址 Address | | | | | | | | | |
| | | 7.444.000 | | | | | | | | | |
| | | | | | | | | | | | |
| | | 國家/j | tt III. | | | | | | | | |
| 3 | | 電郵地址 Email Address | | | | | | | | | |
| | | 公司編號 Comp | | | | | | | | | |
| | | (只適用於在香港註冊的 (Only applicable to boo | | ed in Hong Kor | ng) | | | | | | |
| | | 委任日期 Date | | | - | | | | | | |
| | | | | | | | | ∐ DD | 月MM | | 年 YYYY |
|) | | 上述董事或候礼 Is this director company at the | or alternate | director al | ready an | 百经是建 existing a | [公司 altern |]的現任候補董 ate director or | 事或董事? | his | ──是 Yes |
|) | | 提示 Advisory Note | 所有公司董 All directors | p均應閱讀: of the con | 公司註冊與 npany are | advised to | read | 任指引》,並熟 'A Guide on Dire general duties of | ctors' Duties' | publis | 事一般責任。 hed by the |
| | | 出任董事職位 | | | | | | | | | |
| • | | 本人謹代表上達 | 述公司確認, alf of the abov | 上述公司 /e named o | 同意擔任 | 公司的重 | | 候補董事*。 e above compan | y consents t | o act a | as director/ |
| | | 簽署 Signed:_ | Director /Cor | 董事(法 | 人圖體)i | 的董事/2 | 可和 | 必書/獲授權人 on of the Director | 士* | orato) | _ |
| | | 本通知書包括门 | | | | | | | | | |
| | | 續頁 Continua | | A | В | C | | PI-ND2A (不會供名 | | | |
| | | 頁數 Number of | | | | | 71 | 頁數 Number of | - | | |
| | 5 | 確認(適用的 名列本通知書戶 Each natural per | 的每一名獲 | 委任為公 | 可秘書的 | 自然人通 | | | narily resides | s in Ho | ng Kong. |
| | | 名 Name : | | | | | | 日期 Date : | | | |
| | - | | 事 Director / | | Compa | ny Secreta | iry * | | 目 DD / J | 月 MM | / 年YYYY |

表格 ND2A

續頁 A Continuation Sheet A

公司編號 Company Number

| | 現時任公司肚冊處登記 請在適用的空格內加上 ✓ 號 Ple | | tegistered with the Companies R | legistry |
|----|--|--|----------------------------------|-----------------|
| | 身分 公司和 Capacity Compa Secreta | ny Director Alter | | |
| | 公司秘書/董事的詳情 | (自然人) Particulars of Com | pany Secretary / Director (Natur | al Person) |
| | 中文姓名 Name in Chinese | | | |
| | 英文姓名 姓氏 Name in English Surnam | | | |
| | 名字 Other Name | | | |
| | 身分識別 Identification | 香港身分證 <u>部分號</u> Partial Number of Hong Kong to | | |
| | 或 OR | | | |
| | 公司秘書/董事的詳情 | (法人團體) Particulars of Co | ompany Secretary / Director (Bo | dy Corporat |
| | 中文及英文名稱 Chinese a | ınd English Names | | |
| | | | | |
| | | | | |
| | | otion | | |
| В. | 停任詳情 Details of Cess | ation | | |
| В. | 停任詳情 Details of Cess 停任原因 Reason for Cessation | | 計職/其他 Resignation ∕ Others | □ 去世 Decease |



續頁 B Continuation Sheet B

| 公司編號 | Company | Number |
|------|---------|--------|
| | | |
| | | |

| | 委任公司秘 Appointment 新在適用的空格內力 | | Secretary/ | /Direc | tor (Natural | Perso | n) (Sect | ion 3) | | | |
|--|-----------------------------------|---|-----------------------|------------------|---------------------------|-------------------|-----------------|--------------------|-----------|----------|-------------|
| 13 | 身分 | 公司秘書 | 董事 | | 候補董事 | 代替 | Alternate | e to | | | |
| | Capacity | Company Secretary | Director | | Alternate Director | | | | | | |
| | | , | | | | | | | | | |
| | | | | | | | | | | | _ |
| • | 中文姓名 Name in Chines | e | | | | | | | | | |
| • | 英文姓名 | 姓氏 Surname | | | | | | | | | |
| | Name in English | ' 名字 | | | | | | | | | \equiv |
| | 前用姓名 | Other Names 中文 | | | | | | | | | |
| | Previous Names | s Chinese | | | | | | | | | |
| | | 英文 English | | | | | | | | | |
| | 別名 Alias | 中文 Chinese | | | | | | | | | |
| | | 英文 English | | | | | | | | | |
| 15 | 通訊地址 | | | | | | | | | | |
| (須在 PI-ND2A 頁 | Correspondence | e Address | | | | | | | | | _ |
| 填報董事 通常住址 | | | | | | | | | | | |
| Provide director's usual | | | | | | | | | | | |
| residential address in PI-ND2A sheet | | 國家/地區 Country Region | | | | | | | | | |
| 6 | 電郵地址 Email Address | | | | | | | | | | |
| 1 | 身分識別 Ident | tification | | | | | | | | | |
| (須在 PI-ND2A 頁 | (a) 香港身分證 Partial Num | 불 <u>部分號碼</u> ber of Hong Kond | Identity Card | ı | | | | * | * | * | (*) |
| 填報完整 身分識別號碼 | (b) 護照 | 簽發 | 國家/地區 | | | | | | | | |
| Provide full identification | Passport | Issuing Co | ountry/Region 部分號碼 | | | | | | | | _ |
| number in PI-ND2A sheet |) | <u>P</u> | artial Number | | | | | | | | |
| | 委任日期 Date | of Appointment | | | | | | | | | |
| _ | | | | | 目□ | DD |) j | MM | 4 | ¥ YYYY | |
| 13 | Is this director | 補董事在獲得 or alternate di time of this app | rector alread | ,是否i ly an ex | 己經是這公司 disting alterna | 可的現在 ate dired | E候補董 ctorord | 事或董事 irector in | ? this | | ŁYes ≸No |
| 19 | 提示 Advisory Note | 所有公司董事均 All directors of Companies Regi | the company | are adv | rised to read ' | 'A Guide | on Direct | tors' Duties | ' publis | hed by | the |
| 19 | 出任董事職位 | で 回意書 Cons | | | | | | | | | |
| - | 本人同意擔任 | 公司的董事/修 | 英補董事*, | 並確認 | 本人已年滿 | 18 歳。 | | | | a£ 40 ·· | |
| | i consent to act | as director/alte | mate unector | oi tiils | Company and | COIIIIIII | uratiilav | e attairieu | uie age | 01 10 y | 5di 5. |
| | | | | | | | | | | | |
| | 答署 Signed: | | | | | | | | | | |



續頁 C Continuation Sheet C

委任公司秘書/董事 (法人團體)(第4項)

Appointment of Company Secretary / Director (Body Corporate) (Section 4)

| 身分 公 | 「號 Please tick the relevant box(es) 可秘書 董事 | 候補董事 | 代替 Altern | ate to | |
|--|---|------------------------------|--------------------------|-------------------------------|-----------------|
| Capacity Co | mpany Director | Alternate | 10 P AILEIT | ate to | |
| Se | cretary | Director | | | |
| | | | | | |
| 中文名稱 | | | | | |
| Name in Chinese | | | | | |
| 英文名稱 | | | | | |
| Name in English | | | | | |
| M. F. | | | | | |
| 地址 Address | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 國家/共 Country/Re | gion | | | | |
| 電郵地址 Email Address | | | | | |
| 公司編號 Company | Number | | | | |
| (只適用於在香港註冊的法 (Only applicable to body) | 生人團體) corporate registered in Hong Kong) | | | | |
| 委任日期 Date of Ap | | | | | |
| X II /// | | | H 55 | H | h 1000/ |
| | | | 目 DD | 月MM | 年 YYYY |
| Is this director or alte | 事在獲得這次委任時,是否 ernate director already an existi | 已經是這公司 ing alternate dire | 的塊任候補1 ector or direc | 世事或堂事? tor in this company | , at □是 □否 |
| the time of this appoi | | | | | |
| 提示 Advisory Note | 所有公司董事均應閱讀公司註 All directors of the company a Companies Registry and acquain | are advised to re | ad 'A Guide o | on Directors' Duties' | published by th |
| 出任董事職位同意 | 書 Consent to Act as Direct | tor | | | |
| La I also I hade I had at | 司確認,上述公司同意擔任 of the above named company, | 公司的董事/ confirm that t | 候補董事*。 he above com | mpany consents to | act as directo |
| 本人鹽代表上述公 I, acting on behalf of alternate director* of | this company. | | | | |
| I, acting on behalf | f this company. | | | | |
| I, acting on behalf | f this company. | | | | |

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

PI-ND2A

| | 公司編號 | Company Number |
|---|------|----------------|
| ı | | |
| ı | | |
| ı | | |

委任公司秘書/董事 (自然人) - 受保護資料

Appointment of Company Secretary / Director (Natural Person) – Protected Information



公眾紀錄不會顯示此頁

This page will not be shown on the public record

- 公司須於本頁申報新委任公司秘書的香港身分證或護照的<u>完整號碼</u>。 The <u>full number</u> of Hong Kong Identity Card or passport of the newly appointed company secretary should be reported on this page.
- 公司須於本頁申報新委任董事的香港身分證或護照的<u>完整號碼及通常住址</u>。 The <u>full number</u> of Hong Kong Identity Card or passport and <u>usual residential address</u> of the newly appointed director should be reported on this page.

(每一頁PI-ND2A 只可填報—名自然人的受保護資料。如超過一名自然人資料。請另加 PI-ND2A 頁填報。 Each PI-ND2A 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-ND2A sheet(s).]

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

| | 身分 Capacity | [| 公司秘書 Company Secretary | 董事 Director | 候補董事 Alternate Director | |
|----|--------------------------------------|------------------------|---------------------------|----------------|----------------------------|-----|
| | 中文姓名 Name in Chinese | | | | | |
| 14 | 英文姓名 Name in English | 姓氏 Surname | | | | |
| | | 名字 Other Names | | | | |
| 28 | 身分識別 Identifi | cation | | | | |
| | (a) 香港身分證(Hong Kong Ide | | II Number) | | | () |
| | (b) 護照 Passport | | 國家/地區 untry/Region | | | |
| | | | 完整號碼 Full Number | | | |
| 29 | 董事/候補董事 通常住址 Usual Residential | | | | | |
| | Director/Alternat | te Director | | | | |
| | | ļ | | | | |
| | | | | | | |
| | С | 國家/地區 ountry/Region | | | | |



請勿覆蓋此頁內的條碼

DO NOT COVER THE BARCODES ON THIS PAGE

(文付表格 ND2A 時,講將所有 PI-ND2A 頁重於最後。 Please place all PI-ND2A sheets at the end when delivering the Form ND2A.)



《公司條例》(香港法例第 622 章) 第 645(1)、645(4)、652(1) 及 652(2) 條規定交付的

更改公司秘書及董事通知書(委任/停任)

填表須知 — 表格 ND2A

附註

引言

- 1. (a) 本表格是用以通知公司註冊處處長(「處長」)有關在香港成立為法團的公司的公司秘書或聯名公司秘書(「公司秘書」)或董事的委任(包括候補董事的委任但不包括備任董事的提名)。本表格亦用以通知處長有關公司秘書或董事(包括候補董事但不包括備任董事)的停任。公司須在公司秘書或董事獲委任或停任後的15日內將本表格交付處長登記。
 - (b) 每間在香港成立為法團的私人公司必須有一名公司秘書及最少一名屬自然人的董事,但公司秘書一職不得由公司的唯一董事兼任。只有一名董事的私人公司不得委任一個亦以該董事為唯一董事的法人團體作為該公司的公司秘書。如私人公司屬某公司集團的成員,而該公司集團的成員當中有上市公司,該私人公司不得委任法人團體為董事。
 - (c) 每間在香港成立為法團的公眾公司及擔保有限公司必須有一名公司秘書及最少兩名董事,公司秘書一職可由其中一名董事兼任。法人團體不得擔任該類公司的董事。
 - (d) 如私人公司只有一名成員,而該成員同時亦是該公司的唯一董事,則不論該公司的章程細則有何規定,該公司可藉在成員大會上通過的決議,提名一位年滿 18 歲的人士(須不屬法人團體)為該公司的備任董事,一旦唯一董事去世,即可 代替其行事。
- 2. 請使用適當的表格申報下列更改一

| 更改事項 | 表格 |
|---------------------------|---------|
| 本地公司董事(包括候補董事) 或公司秘書詳情的更改 | 表格 ND2B |
| 本地公司備任董事的提名或停任 | 表格 ND5 |
| 本地公司備任董事詳情的更改 | 表格 ND7 |

- 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或公司秘書簽署。公司註冊處不接納未簽妥的表格。

公司秘書/董事的停任 (第2項)

- 7. 請述明停任者的身分。如屬候補董事,請註明獲代替行事的董事姓名或名稱。
- 8. 屬自然人的公司秘書或董事的姓名,必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人,則必須與其護照上所載的姓名一致。
- 9. (a) 為識別身分,請填報香港身分證的那分數碼。如該人並非香港身分證持有人,請提供其所持護照的部分數碼。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) 如停任的公司秘書或董事屬自然人,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」。
- 10. 如停任的公司秘書為某商號的所有合夥人,請在供公司秘書(法人團體)申報名稱的空格內申報商號名稱。

- 11. 如公司秘書或董事去世,請申報其去世日期,作為停任日期。
- 12. 請述明董事或候補董事在停任後,是否仍然擔任其他董事(包括候補董事)職位。如申 報公司秘書的停任,則無需填報此項。

委任公司秘書/董事 (自然人)(第3項)

- 13. 請述明獲委任者的身分。如屬候補董事,請註明獲代替行事的董事姓名或名稱。
- 14. 屬自然人的獲委任者的姓名,必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人,則必須與其護照上所載的姓名一致。
- 15. (a) 請申報公司秘書在香港的通訊地址。本處不接納非香港地址或郵政信箱號碼。
 - (b) 請申報董事的<u>繼訊地址</u>。如屬非香港地址,請同時申報「國家/地區」一欄。本 處不接納郵政信箱號碼。

請另外於 PI-ND2A 頁內填報董事的 **通常住址**。PI-ND2A 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-ND2A 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-ND2A 頁填報。

- 16. 請提供公司秘書或董事的電郵地址(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 ND2B 通知公司註冊處。
- 17. (a) 請填報公司秘書或董事的香港身分證的那分號碼。如該人並非香港身分證持有人,請提供其所持護照的那分號碼及簽發國家/地區。有關填報身分識別的那分號碼的詳情及例子,請參閱附註9。
 - (b) 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。
 - (c) 請另外於 PI-ND2A 頁內填報公司秘書或董事完整的香港身分證號碼或護照號碼。PI-ND2A 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-ND2A 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-ND2A 頁填報。

(d) 如公司秘書並非香港身分證持有人,亦沒有任何護照,請在有關的空格內填上「無」,亦無需揚交 PI-ND2A 頁。

如董事並非香港身分證持有人,亦沒有任何護照,則請在有關的空格內填上「無」。

- 18. 請述明獲委任者是否已擔任董事或其他董事的候補董事的職位。如申報公司秘書的委任,則無需填報此項。
- 19. 每名獲委任的董事或候補董事均須在本表格的「出任董事職位同意書」上簽署。

所有公司董事均應閱讀公司註冊處編製的《董事責任指引》,並熟悉該指引所概述的董事一般責任。公司應把該指引發給董事参考。該指引可於公司註冊處網頁(www.cr.gov.hk)閱覽或下載,印文本亦可於香港金鐘道66號金鐘道政府合署13和14樓公司註冊處的詢問處索取。

委任公司秘書/董事 (法人團體)(第4項)

- 20. 請就明獲委任者的身分。如屬候補董事,請註明獲代替行事的董事姓名或名稱。
- 21. 如某商號的所有合夥人獲委任為公司的聯名公司秘書,請在供公司秘書(法人團體)申報名稱的空格內填報商號名稱。
- 22. (a) 如公司秘書屬法人團體,請註明其在**查港**的註冊辦事處或主要辦事處的地址。本 處不接納非香港地址、「轉交」地址或郵政信箱號碼。
 - (b) 如董事屬法人團體,請註明其註冊辦事處或主要辦事處的地址。如屬非香港地址,請同時申報「國家/地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。
- 23. 請提供公司秘書或董事的電郵地址(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 ND2B 通知公司註冊處。
- 24. 請述明獲委任者是否已擔任董事或其他董事的候補董事的職位。如申報公司秘書的委任,則無需填報此項。
- 25. 每名獲委任的董事或候補董事均須在本表格的「出任董事職位同意書」上簽署。

所有公司董事均應閱讀公司註冊處編製的《董事責任指引》,並熟悉該指引所概述的董事一般責任。公司應把該指引發給董事参考。該指引可於公司註冊處網頁(www.cr.gov.hk)閱覽或下載,印文本亦可於香港金鐘道66號金鐘道政府合署13和14樓公司註冊處的詢問處索取。

確認 (第5項)

26. 如公司秘書屬自然人,必須通常居於香港。

委任公司秘書/董事 (自然人) - 受保護資料 (PI-ND2A)

27. 在 PI-ND2A 頁所填報的香港身分證號碼或護照號碼及通常住址為受保護資料。 PI-ND2A 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-ND2A 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-ND2A 頁填報。

- 28. 請填報新委任的公司秘書或董事的香港身分證的完整號碼。如該人並非香港身分證持有人,請填報其所持護照的完整號碼及簽發國家/地區。如該董事沒持有香港身分證或任何護照,請在有關的空格內填上「無」。如該公司秘書沒持有香港身分證或任何護照,則無需提交 PI-ND2A 頁。
- 29. 請填報獲委任的董事或候補董事的通常住址,如屬非香港地址,請同時申報「國家/ 地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。公司秘書無需填報其通常住 址。

NOTICE OF CHANGE OF COMPANY SECRETARY AND DIRECTOR (APPOINTMENT / CESSATION)

For the purposes of sections 645(1), 645(4), 652(1) and 652(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form ND2A

Introduction

- 1. (a) This form should be used to notify the Registrar of Companies (the Registrar) of the appointment of a company secretary or joint company secretaries (company secretary) or director (including the appointment of an alternate director but excluding the nomination of a reserve director) of a company incorporated in Hong Kong. This form should also be used to notify the Registrar of a company secretary or director (including an alternate director but excluding a reserve director) ceasing to hold office. This form should be delivered to the Registrar for registration within 15 days after the appointment or cessation.
 - (b) Every private company incorporated in Hong Kong must have a company secretary and at least one director who is a natural person. The sole director of a private company must <u>not</u> also be the company secretary of the company. A private company having only one director must <u>not</u> have as company secretary a body corporate the sole director of which is the sole director of the private company. If the private company is a member of a group of companies of which a listed company is a member, the private company cannot appoint a body corporate as its director.
 - (c) Every public company and company limited by guarantee must have a company secretary and at least two directors, one of whom may be the company secretary. A body corporate must <u>not</u> be appointed as a director of these types of companies.
 - (d) Where a private company has only one member and that member is also the sole director of the company, the company may by a resolution passed at a general meeting, despite anything in its articles, nominate a person (other than a body corporate) who has attained the age of 18 years as a reserve director of the company to act in the place of the sole director in the event of his or her death
- 2. Please use the appropriate form to report the following changes —

| Types of changes | Forms |
|---|-----------|
| Changes in particulars of the company secretary or director (including alternate director) of a local company | Form ND2B |
| Nomination or cessation of nomination of the reserve director of a local company | Form ND5 |
| Changes in particulars of the reserve director of a local company | Form ND7 |

- 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.
- 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

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.

Cessation to Act as Company Secretary / Director (Section 2)

- Please indicate the capacity(ies) of the person(s) ceasing to act. In the case of an alternate director, please state the name(s) of the principal director(s) to whom he or she or it was the alternate.
- The name of the company secretary or director who is a natural person must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.
- (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 -

- 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.

e.a.

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 company secretary or director ceasing to act is a natural person and has previously registered the <u>partial 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.
- 10. If all the partners in a firm cease to be the joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).

- For a deceased company secretary or director, the date of death should be given as the date of cessation.
- 12. Please indicate whether the director or alternate director still holds any directorship(s) (including alternate directorship(s)) after the cessation of appointment. There is no need to complete this item when reporting the cessation of appointment of the company secretary.

Appointment of Company Secretary / Director (Natural Person) (Section 3)

- 13. Please state the capacity(ies) of the appointee(s). If the appointment concerns an alternate director, please state the name(s) of the principal director(s) to whom the appointee is appointed as the alternate.
- 14. The name of the appointee who is a natural person must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.
- 15. (a) Please provide the <u>correspondence address in Hong Kong</u> of the company secretary. Non-Hong Kong addresses or post office box numbers are not acceptable.
 - (b) Please provide the <u>correspondence address</u> of the director. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. Post office box numbers are not acceptable.

Please report the <u>usual residential address</u> of the director separately on a PI-ND2A sheet. PI-ND2A sheet and the information reported therein are withheld from public inspection.

Each PI-ND2A 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-ND2A sheet(s).

- 16. Please provide the email address of the company secretary or director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form ND2B.
- 17. (a) 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> and issuing country/region of the passport of the company secretary or director. 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 company secretary or director separately on a PI-ND2A sheet. PI-ND2A sheet and the information reported therein are withheld from public inspection.

Each PI-ND2A 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-ND2A sheet(s).

- (d) If the company secretary holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-ND2A sheet.
 - If the director holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.
- 18. Please indicate whether the appointee is an existing director or alternate director of the company at the time of appointment. There is no need to complete this item when reporting the appointment of the company secretary.
- 19. Every newly appointed director or alternate director must sign the 'Consent to Act as Director' in this form

All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. Companies should provide copies of the Guide to their directors for information and reference. The Guide is accessible on the Companies Registry's website (www.cr.gov.hk). Hard copies are also available at the information counters of the Companies Registry on the 13th and 14th floors of the Queensway Government Offices, 66 Queensway, Hong Kong.

Appointment of Company Secretary / Director (Body Corporate) (Section 4)

- 20. Please state the capacity(ies) of the appointee(s). If the appointment concerns an alternate director, please state the name(s) of the principal director(s) to whom the appointee is appointed as the alternate.
- 21. If all the partners in a firm are appointed as joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).
- 22. (a) If the company secretary is a body corporate, the address of its registered or principal office in <u>Hong Kong</u> should be given. Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable.
 - (b) If the director is a body corporate, the address of its registered or principal office should be given. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. 'Care of' addresses or post office box numbers are not acceptable.
- 23. Please provide the email address of the company secretary or director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NDZB.
- 24. Please indicate whether the appointee is an existing director or alternate director of the company at the time of appointment. There is no need to complete this item when reporting the appointment of the company secretary.
- 25. Every newly appointed director or alternate director must sign the 'Consent to Act as Director' in this form

All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. Companies should provide copies of the Guide to their directors for information and reference. The Guide is accessible on the Companies Registry's website (www.cr.gov.hk). Hard copies are also available at the information counters of the Companies Registry on the 13th and 14th floors of the Queensway Government Offices, 66 Queensway, Hong Kong.

Confirmation (Section 5)

26. The company secretary, who is a natural person, must ordinarily reside in Hong Kong.

Appointment of Company Secretary / Director (Natural Person) - Protected Information (PI- ND2A)

- 27. Hong Kong Identity Card number or passport number and usual residential address reported on PI-ND2A sheet are protected information. PI-ND2A sheet and the information reported therein are withheld from public inspection.
 - Each PI-ND2A 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-ND2A sheet(s).
- 28. Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the full number and issuing country/region of the passport of the newly appointed company secretary or director. If the director holds neither a Hong Kong Identity Card nor a passport, please state 'Nii' in the boxes provided. If the company secretary holds neither a Hong Kong Identity Card nor a passport, there is no need to submit a PI-ND2A sheet.
- 29. Please state the usual residential address of the newly appointed director or alternate director. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. 'Care of addresses or post office box numbers are not acceptable. A company secretary is not required to report such information.



更改公司秘書及董事詳情通知書 Notice of Change in Particulars of Company Secretary and Director

表格 Form ND2B

| | | | | 公司編號 Company Number |
|--------|----|-----------------------------------|---|----------------------------|
| | | | | |
| 註 Note | 1 | 公司名稱 Company Na | | |
| | 1 | 公司名稱 Company Na | anie | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | 2 | 公司秘書/董事詳情 | 東水 (白鉄人) | |
| | - | | 文以(日祝八) of Company Secretary/Director (Natural | Person) |
| | | | 秘書/董事·請用續頁A 填報 Use Continuation Sheet A if me | |
| | | is a natural person, is involved) | | |
| | Α. | 理時在公司註冊處登記 | 的詳情 Particulars Currently Registered with | the Companies Registry |
| | | | | |
| | | 請在適用的空格內加上 ✓ 號 Pi | ease tick the relevant box(es) | |
| 7 | | 身分 | 公司秘書 董事 | 候補董事 |
| | | Capacity | Company Secretary Director | Alternate Director |
| | | | | |
| | | | | |
| | | 中文姓名 | | |
| | | Name in Chinese | | |
| • | | | | |
| 8 | | | | |
| | | 英文姓名 姓氏 | | |
| | | Name in English Surnam | e | |
| | | 名等 | z | |
| | | Other Name | | |
| | | | | |
| | | | | |
| 9 | | 身分識別 Identification | | |
| | | identification | | |
| | | | 香港身分證 <u>部分號碼</u> | 護照部分號碼 |
| | | | Partial Number of Hong Kong Identity Card | Partial Number of Passport |
| | | | | |
| _ | - | | | |
| 4 | | 交人資料 Presentor's Refe 名 Name: | erence 請勿填寫本欄 For | Official Use |
| | | 址: Address: | | |
| | | AL / Idai occ. | | |
| | | | | |
| | | | | |
| | | | | |
| | | 話 Tel: 4 | 事真 Fax: | |
| | _ | mail: ≱i Somail: | 于·英· 1 U.O. | |
| | | 新 Elliali. 號 Reference: | | |
| | 7曲 | INCICICIOC. | | |

表格 ND2B

| 公司編號 | Company Number |
|------|----------------|
| | |
| | |
| | |

- 2 公司秘書/董事詳情更改(自然人) (Change in Particulars of Company Secretary/Director (Natural Person) (contd)
- 讚只填報有更改的項目 Please complete item(s) with change(s) only 生效日期 (a) 中文姓名 Name in Chinese Effective Date 月MM **H** DD 12 在 YYYY (b) 英文姓名 Name in English **H** DD 件氏. Surname 月MM 名字 Other Names (c) 別名 Alias 13 **H** DD 中文 Chinese 月MM 年 YYYY 英文 English (d) 董事的通常住址 Usual Residential Address of Director 1 (須在PI-ND2B 頁填報董事新的通常住址: Provide director's new usual residential address in PI-ND2B sheet) **∃** DD 月MM 年 >>>> 15 (e) 通訊地址 Correspondence Address **H** DD 月MM 年 YYYY 國家/地區 Country/Region (f) 電郵地址 Email Address 16 Ħ DD 月MM 在 YYYY 1 (g) 香港身分證<u>部分號碼 Partial Number</u> of Hong Kong Identity Card (須在 PI-ND2B 頁 (* 填報完整 H DD **F** MM 在 YYYY 身分識別辦碼 Provide full (h) 護照 Passport identification number in PI-ND2B sheet) 簽發國家/地區 Issuing Country/Region Ħ DD 月MM 年 YYYY

部分號碼 Partial Number

| | | ·格 orm | ND2B | | | | 公司編號 | 党 Com | pany N | umber |
|----------|---------|--------------------------|--|---|-----------------------------------|------------------------------------|----------------|-----------------|-----------|------------------|
| | 3 A. | Chai (如涉) which | 秘書/董事詳情更 nge in Particulars of 段超過一名順法人團體的公司報 is a body corporate, is involved 在公司註冊處登記的 | Company Se <i>書/董事,請用緣</i> 切 | cretary / Dire 複頁 B 填報 Use Cor | ntinuation Sheet B if mo | ore than 1 co. | | | director, |
| 0 | | <i>請在題</i> 身分 Capa | _ | e tick the relevant 公司秘書 Company Se | | 董事 Director | 候補 3 | 董事 ate Direc | ctor | |
| 10 | | 公司 | 秘書/董事的名稱(法 | 人團體) Name | of Company Se | cretary/Director (| Body Corp | orate) | | |
| | | | | | 中文 Chines | se | | | | |
| | | | | | 英文 Englis | h | | | | |
| | | (只適) | 編號 Company Number 用於在香港註冊的法人團體 applicable to body corporate re | gistered in Hong F | (ong) | | | | | |
| 0 | В. | 譜只 | 詳情 Details of Chang <i>填報有更改的項目 Ple</i> 公司秘書/董事的名稱 | ase complete i | tem(s) with chan | ge(s) only | | ė | - 效日期 | i |
| 1 | | | 公可修告/ 重争的名標 Name of Company Secreta | | ody Corporate) | | | | ective Da | |
| | | | | 中文 CI | ninese | | ' | 目 DD | 月MM | 年YYYY |
| • | | (b) 1 | 地址 Address | 英文E | nglish | | | | | |
| 19 | | | | | | | | 目 DD | 月MM | 年YYYY |
| | | | 國家/地區 | | | | | | | |
| 1 | | | ountry/Region 電郵地址 Email Address | | | | | | | |
| | | | | | | | | 目DD | 月MM | 年YYYY |
| | | 本通知 | 知書包括下列續頁/PI-NE Continuation Sheet(s) | 2B 頁 This No A | tice includes the | following Continua PI-ND2B (不會供 | | | | |
| | | | Number of pages | | | 頁數 Number o | | 1 | oop | |
| 6 | 簽 | 署 Sig | ned : | | | | | | | |
| | 姓 | 名 Nai | | /,,, | 0 | 日期 Date | : | | | - 100 - 1 |
| | *詩 | 删去不刻 | 董事 Direct 適用者 Delete whichever does | | Company Secre | etary - | Ħ DI |) / 月 | viIVI / ś | # YYYY |

第三頁 Page 3

| M ND2B | | L | 續頁 A C | | | |
|---|--|------------------------|----------------|---------------------------|-------------|-----|
| | | | 公司編 | 號 Com | pany Nu | ımb |
| | | | | | | |
| 可秘書/董事詳情更改 | : (自然人) (第2項) ompany Secretary/Direct | or (Natural D | reen) (See | ion 2) | | |
| 現時在公司註冊處登記的 | 的詳情 Particulars Currently | | | | gistry | |
| 請在適用的空格內加上 V 號 Plea | ase tick the relevant box(es) | _ | | | | |
| 身分 Capacity | □ 公司秘書 Company Secretary | 董事 Director | | i 萱事 nate Direc | tor | |
| 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 | | * * (* | :) | | | |
| | 香港身分體部分 | | Dowl | 護照部分 | | ort |
| 更改詳情 Details of Chan | Partial Number of Hong Kon ae(s) | g ruentity Card | Pan | ial Numbe | ı oı rassp | UIL |
| <u>請只填報有更改的項目 P</u> | Please complete item(s) with cha | ange(s) only | | | 生效日期 | |
| (a) 中文姓名 Name in Chine | se | | | E | ffective Da | ate |
| | | | | Ħ DD | 月MM | 年 |
| (b) 英文姓名 Name in Englis | sh | | | | | |
| | | | | | | Ļ |
| | 姓氏 Surname | | | ∃ DD | 月MM | 4 |
| | 名字 Other Names | | | | | |
| (c) 別名 Alias | | | | | 1 | _ |
| | | | | | | Ļ |
| | 中文 Chinese | | | Ħ DD | 月MM | 年 |
| | | | | | | |
| | 英文 English | | | | | |
| | Residential Address of Director | | PI-ND2R sheet | | | Π |
| (須在PI-ND2B 頁填報董事新的並 | Residential Address of Director 確常住址 Provide director's new usual re | | PI-ND2B sheet) | H DD | 月MM | 年 |
| | Residential Address of Director 確常住址 Provide director's new usual re | | PI-ND2B sheet) | H DD | 月MM | # |
| (須在PI-ND2B 頁填報董事新的並 | Residential Address of Director 確常住址 Provide director's new usual re | | PI-ND2B sheet) | Ħ DD | 月MM | Ī |
| (須在PI-ND2B 頁填報董事新的並 | Residential Address of Director 確常住址 Provide director's new usual re | | PI-ND2B sheet) | | | Ī |
| (須在PI-ND2B 頁填報董事新的並 | Residential Address of Director 確常住址 Provide director's new usual re | | PI-ND2B sheet) | | | 年年 |
| (須在PI-ND28 貞填機董事新的地 (e) 逓 訊 地 址 Corresponden | Residential Address of Director 確常住址 Provide director's new usual re | | PI-ND2B sheet) | | | L |
| (察在PI-ND28 頁填報董事新的號 (e) 通訊地址 Corresponden | Residential Address of Director 電解性量 Provide director's new usual re ace Address | | PI-ND2B sheet) | | | Ī |
| (寮在PI-ND28 頁填機董事新的域 (e) 通 訊 地 址 Corresponden 画 家 / 地 區 Country / Region | Residential Address of Director 電解性量 Provide director's new usual re ace Address | | PI-ND2B sheet) | | | Ī |
| (家在PI-ND28 貞填報董事新的独 (e) 通訊地址 Corresponden 画家/地區 Country / Region (f) 電郵地址 Email Address | Residential Address of Director 確常任意 Provide director's new usual re ace Address | sidential address in F | PI-ND2B sheet) | | | # |
| (家在PI-ND28 貞填報董事新的独 (e) 通訊地址 Corresponden 画家/地區 Country / Region (f) 電郵地址 Email Address | Residential Address of Director 電解性量 Provide director's new usual re ace Address | sidential address in F | | Ħ DD | 月MM | Ī |
| (g) 香港身分證部分號碼」 | Residential Address of Director 論常注意 Provide director's new usual re nce Address | sidential address in F | | Ħ DD | 月MM | # |
| (家在PI-ND28 貞填報董事新的独 (e) 通訊地址 Corresponden 画家/地區 Country / Region (f) 電郵地址 Email Address | Residential Address of Director 論常注意 Provide director's new usual re nce Address | sidential address in F | | Ħ DD | 月 MM | 年 |

表格 ND2B

| 海百 | B Continuation | Shoot B |
|-----------|----------------|---------|
| | | |

公司編號 Company Number

目DD

月MM 年YYYY

| 公司秘書/董事詳情更改 | (法人團體) (第 3 項) |
|------------------------------|--|
| Change in Particulars of Co. | pany Secretary / Director (Body Corporate) (Section 3) |

A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry 請在適用的空格內加上 ✓ 號 Please tick the relevant box(es) 身分 公司秘書 候補董事 董事 Capacity Company Secretary Director Alternate Director 公司秘書/董事的名稱 (法人團體) Name of Company Secretary/Director (Body Corporate) 中文 Chinese 英文 English 公司編號 Company Number (只適用於在香港註冊的法人團體) (Only applicable to body corporate registered in Hong Kong) 請只填報有更改的項目 Please complete item(s) with change(s) only (a) 公司秘書/董事的名稱 (法人團體) 生效日期 **Effective Date** Name of Company Secretary / Director (Body Corporate) H DD 月 MM 年 YYYY 中文 Chinese 英文 English (b) 地址 Address 19 日DD 月MM 年YYYY 國家/地區 Country/Region (c) 電郵地址 Email Address 16

PI-ND2B

| 公司編號 | Company | Number |
|------|---------|--------|
| | | |
| | | |

公司秘書/董事詳情更改(自然人) - 受保護資料
Change in Particulars of Company Secretary / Director (Natural Person) - Protected Information



公眾紀錄不會顯示此頁

This page will not be shown on the public record

- 如公司秘書/董事(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 a company secretary/director, who is a natural person, should be reported on this page if his or her identification number has been changed.

- 如董事(自然人)的通常住址有所更改,公司須於本頁申報其新的<u>通常住址</u>。 The new <u>usual residential address</u> of a director, who is a natural person, should be reported on this page if his or her usual residential address has been changed.

(每一頁PI-ND2B 只可填報—名自然人的受保護資料。如超過—名自然人資料,請另加PI-ND2B 頁填報。 Each PI-ND2B 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-ND2B sheet(s).)

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

| | 身分 Capacity | 公司秘書 Company Secretary | 董事 Director | 候補董事 Alternate Director | |
|----|---|---------------------------|---------------------|----------------------------|-----|
| 8 | 中文姓名 Name in Chinese | | | | |
| • | 英文姓名 姓氏 Name in English Surname | | | | |
| | 名字 Other Names | | | | |
| 21 | 讀只壞搬有更改的項目 Plea 身分識別 Identification (a) 香港身分證(完整號碼) Hong Kong Identity Card (Full | | rith change(s) only | | () |
| | | 國家/地區 untry/Region | | | |
| | | 完整號碼 Full Number | | | |
| 22 | 董事/候補董事的 通常住址 | | | | |
| | Usual Residential Address of Director/Alternate Director | | | | |
| | | | | | |
| | 國家/地區 Country/Region | | | | |

(交付表格 ND2B 時,請將所有 PI-ND2B 頁置於最後。

Please place all PI-ND2B sheets at the end when delivering the Form ND2B.)



請勿覆蓋此頁內的條碼 DO NOT COVER THE BARCODES ON THIS PAGE

(公司條例)(香港法例第 622 章) 第 645(4)及 652(2)條規定交付的

更改公司秘書及董事詳情通知書

填表須知 — 表格 ND2B

附註

引言

- 1. 本表格是用以通知公司註冊處處長(「處長」)有關在香港成立為法團的公司的公司秘書或聯名公司秘書(「公司秘書」)或董事包括候補董事但不包括備任董事)的詳情更改。如公司的公司秘書登記冊或董事登記冊所載的詳情有任何更改,該公司須在有關詳情更改後的15日內,將更改的通知以本表格交付處長登記。
- 2. 請使用適當的表格申報下列更改一

| 更改事項 | 表格 |
|---------------------------|---------|
| 本地公司董事(包括候補董事)或公司秘書的委任或停任 | 表格 ND2A |
| 本地公司備任董事的提名或停任 | 表格 ND5 |
| 本地公司備任董事詳情的更改 | 表格 ND7 |

- 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或公司秘書簽署。公司註冊處不接納未簽妥的表格。

現時在公司註冊處登記的詳情 (第 2A 及 3A 項)

- 7. 請述明詳情有所更改者的身分。
- 8. 屬自然人的公司秘書或董事的姓名,必須與其香港身分證上所載的姓名一致。如該 人並非香港身分證持有人,則必須與其護照上所載的姓名一致。

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

護昭號碼

| 900 30C 777 32 | | | | | | |
|-----------------------|---------|--|--|--|--|--|
| 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) 如公司秘書或董事屬自然人,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」。
- 10. 如某商號的所有合夥人為公司的聯名公司秘書,請在供公司秘書(法人團體)填報名稱的空格內填報商號名稱。

更改詳情 (第 2B 及 3B 項)

- 11. 請在適當的空格內申報公司秘書或董事的新詳價,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。
- 12. 請填報公司秘書或董事的新姓名,該姓名必須與其香港身分證上所載的姓名一致。 如該人並非香港身分證持有人,則必須與其護照上所載的姓名一致。

- 13. 如申報公司秘書或董事的新增別名,請在空格內將該公司秘書或董事現有的所有別名(包括已在公司註冊處登記的別名)一併填報,以便正確更新紀錄。
- 14. 如屬自然人的董事的 **通常住址**有所更改,請在相關的空格內註明生效日期,並於 PI-ND2B 頁內填報該董事新的通常住址。PI-ND2B 頁及於該頁內所填報的資料,不 會供公眾查閱。

每一頁 PI-ND2B 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-ND2B 頁填報。

- **15.** (a) 請申報屬自然人的公司秘書<u>在香港的通訊地址</u>,本處不接納非香港地址或郵政 信箱號碼。
 - (b) 請申報屬自然人的董事的*蓋訊地址***。如屬非香港地址,請同時申報「國家**/地區」一欄。本處不接納郵政信箱號碼。
- **16.** 請提供或更新公司秘書或董事的電郵地址(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。
- 17. (a) 請申報公司秘書或董事新的香港身分證的*鄧分號碼*。如該人並非香港身分證持有人,請提供其所持新護照的*鄧分號碼*及簽發國家/地區。有關填報身分識別的*部分號碼*的詳情及例子,請參閱附註 9。
 - (b) **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。 (c) 請另外於 PI-ND2B 頁內填報公司秘書或董事完整的香港身分證號碼或護照號
 - 碼。PI-ND2B 頁及於該頁內所填報的資料,不會供公眾查閱。 每一頁 PI-ND2B 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-ND2B 頁填報。
 - (d) 如公司秘書或董事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-ND2B 頁。

稱而英文名稱沒有任何更改,便須在填報新董事名稱的方格內填上新的或已更改的

- 18. 在申報屬法人團體的董事或公司秘書更改名稱時,須列明新的公司全名(即中文及英文名稱)。例如:屬法人團體的董事的名稱加入了新的中文名稱或更改現有的中文名
- 中文名稱**及**現有的英文名稱。 **19.** (a) 如公司秘書屬法人團體,請註明其在**蒼港**的註冊辦事處或主要辦事處的地址。 本處不接納非香港地址、「轉交」地址或郵政信箱號碼。
 - (b) 如董事屬法人團體,請註明其註冊辦事處或主要辦事處的地址。如屬非香港地址,請同時申報「國家/地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。

公司秘書/董事詳情更改 (自然人) - 受保護資料 (PI-ND2B)

20. 在 PI-ND2B 頁所填報的香港身分證號碼或護照號碼及通常住址為受保護資料。 PI-ND2B 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-ND2B 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-ND2B 頁填報。

- **21.** 請填報屬自然人的公司秘書或董事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。
- 22. 請填報屬自然人的董事或候補董事新的通常住址,如屬非香港地址,請同時申報「國家/地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。公司秘書無需填報其通常住址。

NOTICE OF CHANGE IN PARTICULARS OF COMPANY SECRETARY AND DIRECTOR

For the purposes of sections 645(4) and 652(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form ND2B

Introduction

- 1. This form should be used to notify the Registrar of Companies (the Registrar) of any change in particulars of the company secretary or joint company secretaries (company secretary) or director (including an alternate director but excluding a reserve director) of a company incorporated in Hong Kong. This form should be delivered to the Registrar for registration within 15 days after the change in the particulars contained in the company's register of company secretaries or register of directors.
- 2. Please use the appropriate form to report the following changes —

| Types of changes | Forms |
|---|-----------|
| Appointment or cessation of appointment of the company secretary or director (including an alternate director) of a local company | Form ND2A |
| Nomination or cessation of nomination of the reserve director of a local company | Form ND5 |
| Changes in particulars of the reserve director of a local company | Form ND7 |

- 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

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.

Particulars Currently Registered with the Companies Registry (Sections 2A and 3A)

- 7. Please indicate the capacity(ies) of the person(s) whose particulars have changed.
- The name of the company secretary or director who is a natural person must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.

 (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 -

- 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.

e.g.

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 company secretary or director who is a natural person has previously registered the <u>partial 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 <u>DO NOT</u> 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.
- 10. If all the partners in a firm are joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).

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

- 11. Please state only the <u>new particulars</u> of the company secretary or director 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.
- 12. Please provide the new name of the company secretary or director. The new name must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.

- 13. To report the addition of an alias, please also state all the other aliases (including the alias which has been registered with the Companies Registry) of the company secretary or director in the box provided to facilitate correct updating of the record.
- 14. If the <u>usual residential address</u> of the director who is a natural person has been changed, please specify the effective date of change in the corresponding box and report the new usual residential address of the director separately on a PI-ND2B sheet. PI-ND2B sheet and the information reported therein are withheld from public inspection.

Each PI-ND2B 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-ND2B sheet(s).

- 15. (a) Please provide the <u>correspondence address in Hong Kong</u> of the company secretary who is a natural person. Non-Hong Kong addresses or post office box numbers are not acceptable.
 - (b) Please provide the <u>correspondence address</u> of a director who is a natural person. If a non-Hong Kong address of a director is given, please also complete the box for 'Country/ Region'. Post office box numbers are not acceptable.
- 16. Please provide or update the email address of the company secretary or director, 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.
- 17. (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 company secretary or director. Please refer to Note 9 on the details and examples of <u>partial number</u>.
 - (b) Please <u>**DO NOT**</u> 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 company secretary or director separately on a PI-ND2B sheet. PI-ND2B sheet and the information reported therein are withheld from public inspection.

Each PI-ND2B 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-ND2B sheet(s).

- (d) If the company secretary or director no longer holds a Hong Kong Identity Card or any passport, please state 'Nii' in the boxes provided. There is no need to submit a PI-ND2B sheet.
- 18. For reporting a change of name of a director or company secretary which is a body corporate, please state the new company name in full (i.e. both English and Chinese names). For example, if the name of a director which is a body corporate 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 director.
- 19. (a) If the company secretary is a body corporate, the address of its registered or principal office in <u>Hong Kong</u> should be given. Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable.
 - If the director is a body corporate, the address of its registered or principal office should be given. If a non-Hong Kong address of the director is given, please also complete the box for 'Country/Region'. 'Care of' addresses or post office box numbers are not acceptable.

Change in Particulars of Company Secretary / Director (Natural Person) - Protected Information (PI- ND2B)

- Hong Kong Identity Card number or passport number and usual residential address reported on PI-ND2B sheet are protected information. PI-ND2B sheet and the information reported therein are withheld from public inspection.
 - Each PI-ND2B 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-ND2B sheet(s).
- 21. 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 company secretary or director.
- 22. Please state the new usual residential address of the director or alternate director. If a non-Hong Kong address is given, please also complete the box for 'Country/Region', 'Care of addresses or post office box numbers are not acceptable. A company secretary is not required to report such information.



公司秘書及董事辭職通知書 Notice of Resignation of Company Secretary and Director

^{表格} ND4

| | | | | | | | | | 公司編號 Co | ompany Number |
|--------|----|---------------------------|----------------------|-----------------------|---------|-----------------------|--------|------------------|----------------|-----------------|
| | | | | | | | | | | |
| 註 Note | 1 | 公司名稱 Cor | npany Na | me | | | | | | |
| | | <u></u> | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | 2 | 公司秘書/董 | 事的辭明 | 職 Resignatio | n of | Compa | ny S | ecretary / Dire | ector | |
| | A. | 現時在公司註 | 冊處登記 | 的詳情 Particu | ılars | Current | ly Reg | gistered with th | e Companies F | Registry |
| | | 請在適用的空格內加 | 上 ✓ 號 Ple | ease tick the relevan | nt box(| es) | | | | |
| 6 | | 身分 🗌 | 公司秘書 | □ 董事 | | 候補董 | 事 | 代替 Alternate | e to | |
| | | Capacity | Company Secretary | Director | | Alternate Director | 9 | | | |
| | | 公司秘書/董 | 事的詳情 | (自然人) Pai | ticul | ars of C | ompa | ny Secretary/ | Director (Natu | ral Person) |
| 7 | | 中文姓名 Name in Chinese | , [| | | | | | | |
| | | 英文姓名 Name in English | 姓氏 Surname | | | | | | | |
| | | | 名字 Other Names | | | | | | | |
| 8 | | 身分識別 | | | Т | | | | | |
| | | Identification | | | 進身 | 分體部分 | * * | * * (*) | 維脳を | 8分號碼 |
| | | | | Partial Nun | | | | itity Card | | ber of Passport |
| | | 或 OR | | | | | | | | |
| 9 | | 公司秘書/董 | 事的詳情 | (法人團體) | Parti | culars o | f Con | npany Secretary | //Director (Bo | dy Corporate) |
| | | 中文及英文名章 | # Chinese | and English Nam | es | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | R | .辭職詳情 Deta | ile of Poei | anation | | | | | | |
| | _ | | iio oi iteoi | gnation | | | | | | |
| | | 辭職日期 Date of Resignati | ion | | | | | | | |
| | | | | | | | - | Ħ DD | 月MM | 年 YYYY |
| • | | 上述董事或候補 | 普里左齡 | 聯日期後,是 | 本作 | 鉄擔任 | 自公司 | 的促維普惠或 | 養実験位? | 是 Yes |
| 10 | | Will this director | or alternate | director contin | ue to | | | | | |
| | | in this company | after the da | te of resignation | ? | | | | | ☐ 否 No |
| 3 | 提 | 交人資料 Prese | ntor's Ref | erence | | | 請勿 | 填寫本欄 For C | Official Use | |
| • | | 名 Name: | | | | | | | | |
| | 地 | 址 Address: | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | _ | Mar Tol | | Marie Com | | | | | | |
| | | 話 Tel: 郵 Email: | | 傳真 Fax: | | | | | | |
| | _ | Mar Reference | | | | | | | | |

| 表格 | N I | | A |
|------|-----|---|---|
| Form | N | u | 4 |

| 公司編 | 號 Compa | ny Number |
|-----|---------|-----------|
| | | |
| | | |

11 3 辭職通知 Notice of Resignation

| 结在嫡田的生核内加 | f- | ~ | ## | Please tick the relevant hox |
|------------------|----|---|----|------------------------------|

| 按照上述公司的章程細則或本人/我們* 與該公司訂立的協議的規定,本人/我們* 須向該公司發出辭職通知;本人/我們* 亦已按照該規定發出辭職通知。 I am/We are * required by the articles of the above-named Company or by an agreement with the Company to give notice of resignation to the Company and I/we * have given notice of resignation in accordance with the requirement. |
|---|
| 按照上述公司的章程細則或本人/我們*與該公司訂立的協議的規定,本人/我們* 須向該公司發出辭職通知。本人/我們* 並未按照該規定發出通知,但已將辭職通 知的印本送交該公司;或將該通知的電子版發送予該公司;或將該通知留在該公司 的註冊辦事處。 I am/We are * required by the articles of the above-named Company or by an agreement with the Company to give notice of resignation to the Company. I/We * have not given notice of resignation in accordance with the requirement but I/we * have sent the notice of resignation to the Company in hard copy form or in electronic form, or have left it at the registered office of the Company. |
| 按照上述公司的章程細則或本人/我們*與該公司訂立的任何協議,本人/我們*不 |

須向該公司發出辭職通知。 I am/We are * not required by the articles of the above-named Company or by any

agreement with the Company to give notice of resignation to the Company.

| 6 | 答署 | Signed | |
|---|----|--------|--|
| | | | |

| 姓名 Name : | | _日期 Date: | | | | | |
|-----------|--------------|-----------|------|---|-----|---|--------|
| | 辭職的公司秘書/董事 * | | 日 DD | / | 月MM | / | 年 YYYY |

辭職的公司秘書/董事 *

Resigning Company Secretary / Director *

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

(公司條例)(香港法例第 622 章) 第 464(3)及 477(3)條規定交付的

公司秘書及董事辭職捅知書

填表須知 — 表格 ND4

附註

引言

- 1. (a) 辭職的公司秘書或董事(包括候補董事但不包括備任董事)如有合理理由相信公司將不會就其辭職一事以表格 ND2A 通知公司註冊處處長(「處長」),須自行將辭職一事,以本表格通知處長。
 - (b) 辭職的備任董事如有合理理由相信公司將不會就其辭職一事以表格 ND5 通知處長,須自行將辭職一事,以表格 ND8 通知處長。
- 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導從《公司條例》中有關條文的規定而交付處長。

簽署

5. 本表格必須由辭職的公司秘書或董事簽署。公司註冊處不接納未簽妥的表格。

現時在公司註冊處登記的詳情 (第 2A 項)

- 6. 請述明辭職者的身分。如屬候補董事,請註明獲代替行事的董事姓名或名稱。
- 屬自然人的公司秘書或董事的姓名,必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人,則必須與其護照上所載的姓名一致。

8. (a) 為識別身分,請填報香港身分證的<u>節分數碼</u>。如該人並非香港身分證持有人,請提供其所持護照的<u>節分數碼。</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) | А | 1 | 2 | 3 | * | * | * | (*) |
| AA123456(7) | A A | 1 | 2 | 3 | * | * | * | (*) |

護昭號碼

| OS NA SAR MA | | | | | | |
|-----------------------|---------|--|--|--|--|--|
| 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(*) | Δ1234 | | | | | |

- (b) 如辭職的公司秘書或董事屬自然人,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「無」。
- 如辭職的聯名公司秘書為某商號的所有合夥人,請在供公司秘書(法人團體)填報名稱的空格內填上商號名稱。

辭職詳情 (第 2B 項)

10. 請述明董事或候補董事在辭職後,是否仍然擔任其他董事(包括候補董事)職位。如申報公司秘書辭職,則無需填報此項。

辭職通知 (第3項)

11. 如公司的章程細則或與該公司訂立的任何協議,規定辭職的董事或公司秘書向該公司 發出辭職通知,則除非該董事或公司秘書已按照(公司條例)第 464 或 477 條發出 通知,否則該項辭職無效。

NOTICE OF RESIGNATION OF COMPANY SECRETARY AND DIRECTOR

For the purposes of sections 464(3) and 477(3) of Companies Ordinance (Cap. 622)

Notes for Completion of Form ND4

Introduction

- 1. (a) A resigning company secretary or director (including an alternate director but excluding a reserve director) should use this form to notify the Registrar of Companies (the Registrar) of his or her or its resignation if there are reasonable grounds for believing that the company will not deliver a notice of the resignation in the specified form, Form ND2A, to the Registrar for registration.
 - (b) A resigning reserve director should use Form ND8 to deliver a notice of his or her resignation to the Registrar if there are reasonable grounds for believing that the company will not deliver such a notice in the specified form. Form ND5, to the Registrar for registration.
- 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.
- 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

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

Particulars Currently Registered with the Companies Registry (Section 2A)

- 6. Please indicate the capacity(ies) of the person(s) ceasing to act. In the case of an alternate director, please state the name(s) of the principal director(s) to whom he or she or it was the alternate.
- The name of the company secretary or director who is a natural person must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.

8. (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 —

- 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.

e.g.

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 resigning company secretary or director is a natural person and has previously registered the <u>partial 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 <u>DO NOT</u> 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.
- If all the partners in a firm resigned as joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).

Details of Resignation (Section 2B)

10. Please indicate whether the director or alternate director still holds any directorship(s) (including alternate directorship(s)) after the resignation. There is no need to complete this item when reporting the resignation of the company secretary.

Notice of Resignation (Section 3)

11. Please note that where notice of the resignation of a director or the company secretary is required to be given by the articles of the company or by any agreement with the company, the resignation of the director or the company secretary does not have effect unless such notice has been given in accordance with section 464 or 477 of the Companies Ordinance.



更改備任董事通知書(提名/停任) Notice of Change of Reserve Director (Nomination/Cessation)

表格 ND5

| | | | | | | | | _ | 公司 | 言気 Compa | arry Nurriber |
|--------|-------------|---------------------------|------------------------|-----------------|----------|-----------------------------|-------------------|--------------|----------|------------------------------|----------------|
| | | | | | | | | | | | |
| ± Note | | | | | | | | L | | | |
| | 1 | 公司名稱 Cor | npany Nam | е | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | 2 | 備任董事的停 | 任 Cess | ation to | he Re | serve C | irector | | | | |
| | | 現時在公司註 | 1-1-1 | | | | | istorad with | the C | omnanios | Pagietry |
| | ٦. | | III) 1962 757 1517 113 | pr pajici | ticulai | 3 Ourie | itiy itegi | Stered With | i tile c | ompanies | itogisti y |
| • | | 中文姓名 Name in Chinese | | | | | | | | | |
| | | 英文姓名 | 姓氏 | | | | | | | | |
| | | Name in English | Surname | | | | | | | | |
| | | | 名字 Other Names | | | | | | | | |
| 8 | | 身分識別 | Ī | | | | | | | | |
| | | Identification | L | | | \perp | * * | * (*) | | | |
| | | | | Partia | | 身分證 <u>部</u> r of Hong I | 分號碼 Kong Ident | ity Card | | 護照 <u>部</u> Partial Numbe | |
| | | | | <u>r ur tiu</u> | rivanibe | t or mong i | tong lucin | ity Oard | | i artiai ivambe | ii orr assport |
| 9 | В. | 停任日期 Date of Cessation | nn | | | | | | | | |
| | | Dute of Geocati | 011 | | | | | 日 DD | | 月 MM | 年 YYYY |
| | | | | | | | | | | | |
| | 3 | 備任董事的提 | 名 Nomin | ation of | Reser | ve Dire | ctor | | | | |
| | A. | 獲提名的備任 | 董事的資料 | Particula | ars of I | Reserve | Director | Nominate | t | | |
| | | 中文姓名 | Γ | | | | | | | | |
| 10 | | Name in Chinese | | | | | | | | | |
| | | 英文姓名 Name in English | 姓氏 Surname | | | | | | | | |
| | | | 名字 Other Names | | | | | | | | |
| | | 前用姓名 | 中文 | | | | | | | | |
| | | Previous Names | Chinese | | | | | | | | |
| | | | 英文 English | | | | | | | | |
| | | | | | | | | | | | |
| _ | | と人資料 Present | tor's Referen | ice | | | 請勿填算 | 有本欄 For | Officia | al Use | |
| | | 집 Name: It Address: | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | == ≥ | 舌 Tel: | <i>}e</i> = | Fax: | | | | | | | |
| | | Erei. KrEmail: | 14 4 | , гах. | | | | | | | |
| | Jan. 15. | Deference: | | | | | | | | | |

| | 表核 | | 5 | | | | | | | | 公 | 可編 | 挑 Com | pan | y Nu | mbe | r |
|---|---------|--------------------------------------|--------------------|---|-----------------|-----------------|-----------------|-------------|----------------|--------------|----------|---------|-----------|-------|---------------|-------|-----|
| | For | | J | | | | | | | | | | | | | | |
| | 3 A. | 備任董事的 獲提名的備 | | | | | | | , | | , | | | | | | |
| | | 別名 Alias | 中文 Chinese | / Д (1-1 · · · · · | | 0 01 10 | | - | | | | | | _ | | | _ |
| | | Allas | 英文 English | | | | | | | | | | | _ | | | _ |
| • | | 通訊地址 | Ī | | | | | | | | | | | _ | | | _ |
| (須在 PI-ND5 頁 填報備任董事 | Æ | Corresponden Address | ice [| | | | | | | | | | | _ | | | _ |
| 通常住址 Provide rese | rve | | Ĺ | | | | | | | | | | | _ | | | _ |
| director's usu residential address in | | - | ┃ ■家/地區「 | | | | | | | | | | | _ | | | _ |
| PI-ND5 shee | et) | Cour 電郵地址 | ntry / Region | | | | | | | | | | | _ | | | _ |
| • | | Email Address | _ | | | | | | | | | | | | | | |
| ① (須在 | | 身分識別 lde | 避部分號碼 | L | | | | 1 [| | Т | Т | * | * | | * | () | k \ |
| PI-ND5 頁 填報完整 | - | Partial Num (b) 護照 | | Kong Identity 簽録國家/ | /地區 | | |] [| | | | | | | | (. | , |
| 身分識別號程 Provide full identification | | Passport | Issu | ing Country/ | Region | | | | | | | | | _ | | | _ |
| number in PI-ND5 shee | et) | 提夕日報 | | 部分 Partial N | umber | | | | | | | | | _ | | | _ |
| | | 提名日期 Date of Nomin | ation | | | | 目DI | D | | | 月MN | 4 | | 任 | YYYY | , | |
| 14 | | | 所有公司 | 可董事均應 投責任。 | 関讀を | 対司註 | | | 的() | 董事實 | | | 並熟悉i | | | | L的 |
| | | 提示 Advisory Note | the Com | 设置任。 cors of the c panies Reg in the Guide | ompar gistry | ny are a | advise | d to | read | 'A Gui | de on l | Directo | rs' Duti | es' p | ublis | hed | by |
| 14 | В. | 接受提名同 | 意書 Ac | cceptance | of Nor | ninatio | on | | | | | | | | | | |
| | | 本人接受提名 I accept the no years. | 名為公司的 omination | 的備任董事 as the reser | ,並≀ rve dire | 確認本 ector of | 人已: f this c | 年 溝 comp | 18 j pany a | 戦。 and co | nfirm th | at I ha | ve attair | ned t | he aç | je of | 18 |
| | | 簽署 Signed | : | | | | | | | | | | | | | | |
| | C. | 確認書 Conf | firmation | | | | | | | | | | | | | | |
| | | 本人確認本名 I confirm that | | | | | | | | | | of the | compan | ıy. | | | |
| | | 唯一成員及叫 中文姓名 | 自事董事的 | 内姓名 Nam | ne of th | e Sole | Memb | er a | nd So | le Dire | ctor | | | | | | |
| 1 5 | | Name in Chine 英文姓名 | ese | W | | | | | | | | | | | | | |
| | | 央文姓石 Name in Engli | sh | 姓氏 Surname | | | | | | | | | | | | | |
| | | | Oth | 名字 ner Names | | | | | | | | | | | | | |
| | This | 知書包括一頁 notice include 適用的空格內加上 | s one page | of PI-ND5 | Sheet (| PI-ND5 | | | NOT fo | or Publ | ic Insp | ection) | <u></u> , | 是Ye | s | 否 | No |
| 6 | 簽署 | Signed : | | | | | | | | | | | | | | | |
| | 姓名 | Name : | ➡ Directo | or/公司秘 | ★ C^- | mnany | Sacre | atan | | 期 Da | te : | ם ח | 0 / 月 | MM | / /= | VVV | |
| | *詩刪 | ■ 左不適用者 Dele | • | , | _ | iiipaily | JEUR | Jiai y | , | | | п | , 'B | | , | | |

PI-ND5

| 公司編號 | Company Number |
|------|----------------|
| | |
| | |

備任董事的提名 - 受保護資料 Nomination of Reserve Director - Protected Information

• X

公眾紀錄不會顯示此頁 This page will not be shown on the public record

公司須於本頁申報新提名備任董事的香港身分證或護照的<u>完整號碼及通常住址</u>。 The <u>full number</u> of Hong Kong Identity Card or passport and <u>usual residential address</u> of the newly nominated reserve director should be reported on this page.

| 10 | 中文姓名 Name in Chinese | | | | | | |
|----|-----------------------------|------------------------|-----------------------|--|--|--|-----|
| | 英文姓名 Name in English | 姓氏 Surname | | | | | |
| | | 名字 Other Names | | | | | |
| 1 | 身分識別 Identifi | cation | | | | | |
| _ | (a) 香港身分證(Hong Kong Ide | | II Number) | | | | () |
| | (b) 護照 Passport | | 國家/地區 untry/Region | | | | |
| | | | 完整號碼 Full Number | | | | |
| 18 | 通常住址 Usual Residential | Address | | | | | |
| | | | | | | | |
| | | | | | | | |
| | C | 國家/地區 ountry/Region | | | | | |

(交付表格 ND5 時,請將 PI-ND5 頁置於最後。

Please place PI-ND5 sheet at the end when delivering the Form ND5.)

the Form ND5.) per 2022) 請勿覆蓋此頁內的條碼 DO NOT COVER THE BARCODES ON THIS PAGE

《公司條例》(香港法例第 622 章) 第 645(2)、(3) 及(4) 條規定交付的

更改備任董事通知書(提名/停任)

填表須知 — 表格 ND5

附註

引言

- 1. (a) 在香港成立為法團的私人公司,如只有一名成員,而該成員同時亦是公司的唯一董事,則不論該公司的章程細則有何規定,公司可藉在成員大會上通過的決議,提名一位年滿 18 歲的人士(須不屬法人團體)為該公司的備任董事,一旦唯一董事去世,即可代替其行事。
 - (b) 公司必須在提名備任董事或在其停任後的15日內,以本表格通知公司註冊處處長(「處長」)。
 - (c) 公司備任董事的提名在下列情況下失效一
 - (i) 在公司的唯一董事去世前
 - 備任董事已辭去備任董事的職位;或
 - 該公司在成員大會上撤銷該項提名;或
 - (ii) 該唯一董事因去世以外的理由不再是該公司的唯一成員及唯一董事,例如:
 - 公司的唯一董事辭職。
 - 公司的唯一成員及唯一董事把其持有的股份轉讓。
 - 公司的成員或董事的人數增至兩名或以上。

公司須以本表格通知處長有關備任董事的停任。

- (d) 在公司的成員或董事轉換後,即使公司仍符合第 455 條所述的條件(即公司只有一名成員,而該成員同時亦是公司的唯一董事),原有備任董事的提名亦告失效,公司須以本表格通知處長有關備任董事的停任。如公司欲再提名該名人士或其他人為備任董事,有關提名亦必須以本表格通知處長。
- (e) 如備任董事在公司的唯一董事去世後獲委任為董事,公司須以本表格通知處長該 備任董事的停任,並以表格 ND2A 申報該人獲委任為新董事。
- 2. 請使用適當的表格申報下列更改一

| 更改事項 | 表格 |
|----------------------------|---------|
| 本地公司備任董事詳情的更改 | 表格 ND7 |
| 本地公司董事(包括候補董事)或公司秘書的委任或停任 | 表格 ND2A |
| 本地公司董事(包括候補董事) 或公司秘書的詳情的更改 | 表格 ND2B |

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或公司秘書簽署。公司註冊處不接納未簽妥的表格。

現時在公司註冊處登記的詳情 (第 2A 項)

- 備任董事的姓名必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有 人,則必須與其護照上所載的姓名一致。
- 8. (a) 為識別身分,請填報香港身分證的<u>都分號碼</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) | А | 1 | 2 | 3 | * | * | * | (*) | | | | |
| AA123456(7) | АА | 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) 如停任的備任董事曾根據以上描述,在公司註冊處登記其香港身分證或護照的<u>鄧</u> 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」。

9. 如備任董事去世,請申報其去世日期,作為停任日期。

備任董事的提名 (第 3 項)

- 10. 獲提名的備任董事的姓名,必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人,則必須與其護照上所載的姓名一致。
- 請申報備任董事的<u>**邁那地址</u>。如屬非香港地址,請同時申報「國家/地區」一欄。本 處不接納郵政信箱號碼。**</u>

請另外於 PI-ND5 頁內填報備任董事的 <u>**麺常住址</u>。PI-ND5** 頁及於該頁內所填報的資料,不會供公眾查閱。</u>

- 12. 請提供備任董事的電郵地址(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 ND7 通知公司註冊處。
- 13. (a) 請填報備任董事的香港身分證的**遊分數碼**。如該人並非香港身分證持有人,請提供其所持護照的*遊分數碼*及簽發國家/地區。有關填報身分識別的*部分數碼*的詳情及例子,請參閱附註 8。
 - (b) *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。
 - (c) 請另外於 PI-ND5 頁內填報備任董事完整的香港身分證號碼或護照號碼。PI-ND5 頁及於該頁內所填報的資料,不會供公眾查閱。
 - (d) 如備任董事並非香港身分證持有人,亦沒有任何護照,則請在有關的空格內填上「無」。
- 14. 獲提名的備任董事必須在本表格的「接受提名同意書」上簽署。

所有公司董事均應閱讀公司註冊處編製的《董事責任指引》,並熟悉該指引所概述的董事一般責任。公司應把該指引發給董事參考。該指引可於公司註冊處網頁(www.cr.gov.hk) 閱覽或下載,印文本亦可於香港金鐘道 66 號金鐘道政府合署 13 和14 楼公司註冊處的詢問處案取。

15. 唯一董事的姓名,必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人,則必須與其護照上所載的姓名一致。

備任董事的提名 - 受保護資料 (PI-ND5)

- 16. 在 PI-ND5 頁所填報的香港身分證號碼或護照號碼及通常住址為受保護資料。PI-ND5 頁及於該頁內所填報的資料,不會供公眾香閱。
- 17. 請填報新提名的備任董事的香港身分證的完整號碼。如該人並非香港身分證持有人, 請填報其所持護照的完整號碼及簽發國家/地區。如該獲提名者沒持有香港身分證或 任何護照,則請在有關的空格內填上「無」。
- 18. 請填報獲提名的備任董事的通常住址,如屬非香港地址,請同時申報「國家/地區」 一欄。本處不接納「轉交」地址或郵政信箱號碼。

NOTICE OF CHANGE OF RESERVE DIRECTOR (NOMINATION / CESSATION)

For the purposes of sections 645(2), (3) & (4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form ND5

Introduction

- 1. (a) If a private company incorporated in Hong Kong has only one member and that member is the sole director of the company, the company may by a resolution passed at a general meeting, despite anything in its articles, nominate a person (other than a body corporate) who has attained the age of 18 years as a reserve director of the company to act in the place of the sole director in the event of his or her death.
 - (b) When a company nominates a reserve director or when the reserve director ceases to be a reserve director, the company must use this form to notify the Registrar of Companies (the Registrar) within 15 days of such nomination or cessation.
 - (c) The nomination of a person as a reserve director ceases to have effect if
 - before the death of the sole director of the company in respect of whom the person was nominated
 - the person resigns as reserve director; or
 - the company at a general meeting revokes the nomination; or
 - (ii) the director in respect of whom the person was nominated ceases to be the sole member and sole director of the company for any reason other than the death of that director. For example:
 - The sole director resigns.
 - The sole member who is also the sole director transfers his or her shares.
 - The number of members or directors increases to two or more.

The company must use this form to notify the Registrar of the cessation.

- (d) After any change in members or directors, even if the company still satisfies the condition set out in section 455 (i.e. the company continues to have a sole member who is also the sole director), the nomination of the original reserve director will cease to be valid and the company should use this form to notify the Registrar of such cessation of nomination. If the company wishes to nominate the same person or some other person as the new reserve director, this form should be used to notify the Registrar of such nomination.
- (e) If the sole director dies and the reserve director is appointed as a director, the company should use this form to notify the Registrar of the cessation of nomination and use Form ND2A to report the appointment of such person as the new director.
- 2. Please use the appropriate form to report the following changes -

| Types of changes | Forms |
|--|-----------|
| Changes in particulars of the reserve director of a local company | Form ND7 |
| Appointment or cessation of appointment of the company secretary or director (including alternate director) of a local company | Form ND2A |
| Changes in particulars of the company secretary or director (including alternate director) of a local company | Form ND2B |

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.

- 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

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.

Particulars Currently Registered with the Companies Registry (Section 2A)

- The name of the reserve director must be the same as stated in his or her Hong Kong Identity Card or,
 if he or she does not hold a Hong Kong Identity Card, in his or her passport.
- 8. (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 —

- 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.

e.g.

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 reserve director ceasing to hold office has previously registered the <u>partial 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 <u>DO NOT</u> 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.

9. For a deceased reserve director, the date of death should be given as the date of cessation.

Nomination of Reserve Director (Section 3)

- 10. The name of the nominated reserve director must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.
- 11. Please provide the <u>correspondence address</u> of the reserve director. If a non-Hong Kong address is given, please also complete the box for 'Country / Region'. Post office box numbers are not acceptable.
 - Please report the <u>usual residential address</u> of the reserve director separately on a PI-ND5 sheet. PI-ND5 sheet and the information reported therein are withheld from public inspection.
- 12. Please provide the email address of the reserve director, if any, to facilitate electronic communication. If there is any subsequent change in the email address, please notify the Companies Registry by completing Form ND7.
- 13. (a) 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> and issuing country/region of the passport of the reserve director. Please refer to Note 8 on the details and examples of <u>partial number</u>.
 - (b) Please <u>PO NOT</u> 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 reserve director separately on a PI-ND5 sheet. PI-ND5 sheet and the information reported therein are withheld from public inspection.
 - (d) If the reserve director holds neither a Hong Kong Identity Card nor a passport, please state 'Nii' in the boxes provided.
- 14. The nominated reserve director must sign the 'Acceptance of Nomination' in this form.

All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. Companies should provide copies of the Guide to their directors for information and reference. The Guide is accessible on the Companies Registry's website (www.cr.gov.hk). Hard copies are also available at the information counters of the Companies Registry on the 13th and 14th floors of the Queensway Government Offices, 66 Queensway, Hong Kong.

15. The name of the sole director must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.

Nomination of Reserve Director - Protected Information (PI- ND5)

- 16. Hong Kong Identity Card number or passport number and usual residential address reported on PI-ND5 sheet are protected information. PI-ND5 sheet and the information reported therein are withheld from public inspection.
- 17. Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the full number and issuing country/region of the passport of the newly nominated reserve director. If the nominated reserve director holds neither a Hong Kong Identity Card nor a passport, please state 'Nii' in the boxes provided.
- 18. Please state the usual residential address of the newly nominated reserve director. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. 'Care of addresses or post office box numbers are not acceptable.



更改備任董事詳情通知書 Notice of Change in Particulars of Reserve Director

表格 ND7

公司編號 Company Number

| È Note | | | | | | | | | | | | | |
|--------|----|------------------------------------|-------------------|----------|--------|-------------------|--------|---------|----------|----------|--------|-------------------------------------|----|
| | 1 | 公司名稱 Com | ıpany Nan | ne | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | 2 | 備任董事詳情 | 更改 Cha | nge in F | Partic | ulars o | of Res | erve C | Director | | | | |
| | A. | 現時在公司註冊 Particulars Curre | | | h the | Compa | nies R | Registr | y | | | | |
| 7 | | 中文姓名 Name in Chinese | | | | | | | | | | | |
| | | 英文姓名 Name in English | 姓氏 Surname | | | | | | | | | | |
| | | | 名字 Other Names | | | | | | | | | | |
| 8 | | 身分識別 Identification | | | | | * | * | * (*) | | | | |
| | | | | Parti | | 港身分i ber of Ho | | | Card | <u> </u> | | 多號碼 ber of Passpor | rt |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| 4 | | 交人資料 Presen 名 Name: | tor's Refer | ence | | | 請 | 勿填寫 | 「本欄 Fo | r Offici | al Use | | |
| | | 址 Address: | | | | | | | | | | | |
| | - | ¥ Tol: | مقد | T Fov: | | | | | | | | | |
| | 電 | 話 Tel: 郵 Email: 號 Reference: | 得 | 真 Fax: | | | | | | | | | |
| | 7曲 | ant itelefelle. | | | | | 1 | | | | | | |

| | 表 | | N | | 7 | | | | | | _ | 公司 | 編號 | Compa | ny Nur | nber |
|--|-----|---------------|------------------|-------|--------|-------------------------|-------------|--------------|--------------|----------|---------------|-------|--------|-------------|-----------|---------------|
| | For | m I | I | | , , | | | | | | | | | | | |
| | | | | | | | _ | Particula | ars of Re | serve D | irecto | r (| 賣上頁 o | ont'd) | | |
| 9 | В. | | | | | of Chai <i>的項目 I</i> | | nplete iten | n(s) with c | hange(s) | only | | | | 生效日 | |
| | | (a) 中 | 文: | 姓名 | Nan | ne in Chir | nese | | | | | | | Et | fective [| Date |
| 10 | | | | | | | | | | | | | |] | <u> </u> | |
| | | (b) 英 | → | 姓夕 | Nan | ne in Eng | lish | | | | | | | ∄ DD | 月 MM | 年 YYYY |
| | | (2) 🗡 | | AL -L | | | | | | | | | | | | |
| | | | | | | | | 姓氏 Su | mame | | | | | BDD | 月MM | 年 YYYY |
| | | | | | | | | 名字 Othe | r Namos | | | | | | | |
| • | | (c) 別 | 名 | Alia | s | | | 43 4 Olile | i ivallies | | | | | | | |
| | | | | | | | | | | | | | |] | <u> </u> | |
| | | | | | | | | 中文 Chi | nese | | | | | ∃ DD | 月MM | 年 YYYY |
| | | | | | | | | 英文 Eng | glish | | | | | J | | |
| 12 | | | | | | | ntial Addi | | | | | | | | | |
| ß | | Pro | ovid | e res | erve d | irector's ne | w usual res | dential addr | ess in PI-NE | 7 sheet) | | | | ∃ DD | 月MM | 年 YYYY |
| • | | (e) <u>ma</u> | П\. | मध्या | Con | responde | nce Addr | 388 | | | | | | | Т | |
| | | | _ | | | | | | | | | | | H DD | 月MM | 年 YYYY |
| | | | _ | | | | | | | | | | | 1 | | |
| | | | | | | | | | | | | | | | | |
| | | Count | 家 ry / | Reg | on | | | | | | | | | | | |
| 14 | | (f) 📆 | 郵: | 地址 | Ema | ail Addres | ss | | | | | | | 1 | | |
| | | | | | | | | | | | | | | ■ DD | 月 MM / | # YYYY |
| 15 | | (g) 香 | 港: | 身分 | 證證 | 分號碼 | Partial N | umber of I | long Kong | dentity | Card | | | | /3 | |
| (須在 PI-ND7 頁 填報完整 | | | | | | | | | * | * | * | (| *) | ■ DD | H MAA | 年 YYYY |
| 身分識別號码 Provide full | | (h) 護 | 照 | Pas | sport | | | | | | | | | | HIVIN | 24-1111 |
| identification number in PI-ND7 shee | | | | | | | | | | | | | | | | |
| | | | | | | 36 | · 数國家/ | 地區 Issui | ng Country/ | Region | | | | ∃ DD | 月MM | 年YYYY |
| | | | | | | | 部分 | 號碼 Part | tial Number | | | | | | | |
| | * 1 | 加拿 | 白地 | e | 晋 PI. | ND7百 | | 頁不會供 | | | | | | | | , |
| | Thi | s notice | in e | clud | es on | e page of | | heet (PI-N | | | Public | Inspe | ction) | 是 Y | es | 否 No |
| 6 | 簽署 | ₽ Sign | ed | : | | | | | | | | | | | | |
| | 姓名 | ≛ Nam | ie | :_ | 事 | Director/ | 公司秘▮ | Compa | ny Secret | | 期 Date | :_ | 日 DD | / 月 MM | / 年 | YYYY |
| | *請服 | 去不適 | 用者 | De | lete w | hichever do | es not appl | у | | | | | | | | |

PI-ND7

| 公司編號 | Company Number |
|------|-----------------------|
| | |
| | |

備任董事詳情更改 - 受保護資料 Change in Particulars of Reserve Director - Protected Information

6 X

中文姓名

公 眾 紀 錄 不 會 顯 示 此 頁

This page will not be shown on the public record

- 如備任董事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 a reserve director should be reported on this page if his or her identification number has been changed.

- 如備任董事的通常住址有所更改,公司須於本頁申報其新的<u>通常住址</u>。
The new <u>usual residential address</u> of a reserve director should be reported on this page if his or her usual residential address has been changed.

| 7 | Name in Chinese | | | | | | | | | |
|----|-----------------------------|-------------------|------------------------|-------------|-------------|-----|--|--|---|---|
| | 英文姓名 Name in English | 姓氏 Surname | | | | | | | | |
| | | 名字 Other Names | | | | | | | | |
| | 讀只填報有更改 | 的項目 Ple | ase complete i | tem(s) with | change(s) o | nly | | | | |
| 17 | 身分識別 Identifi | cation | | _ | | | | | | |
| | (a) 香港身分證(Hong Kong Ide | | ı <u>ll</u> Number) | | | | | | (|) |
| | (b) 護照 Passport | | 國家/地區 ountry/Region | | | | | | | |
| | | | 完整號碼 Full Number | | | | | | | |
| | NW 484 85- FF | | | | | | | | | |
| 18 | 通常住址 Usual Residential | Address | | | | | | | | |
| | | | | | | | | | _ | _ |
| | | | | | | | | | | _ |
| | | | | | | | | | | |
| | | 國家/地區 | | | | | | | | |
| | C | ountry / Region | | | | | | | | |



請勿覆蓋此頁內的條碼

DO NOT COVER THE BARCODES ON THIS PAGE

(交付表格 ND7 時,請將 PI-ND7 頁置於最後。

Please place PI-ND7 sheet at the end when delivering the Form ND7.)



《公司條例》(香港法例第 622 章) 第 645(4)條規定交付的

更改備任董事詳情誦知書

填表須知 — 表格 ND7

附註

引言

- 本表格是用以通知公司註冊處處長(「處長」)有關在香港成立為法團的私人公司的備任董事的詳情的更改,並須在董事登記冊所載的詳情有所更改後的15日內交付處長登記。
- 2. 請使用適當的表格申報下列更改一

| 更改事項 | 表格 |
|---------------------------|---------|
| 本地公司備任董事的提名或停任 | 表格 ND5 |
| 本地公司董事(包括候補董事)或公司秘書的委任或停任 | 表格 ND2A |
| 本地公司董事(包括候補董事)或公司秘書詳情的更改 | 表格 ND2B |

- 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或公司秘書簽署。公司註冊處不接納未簽妥的表格。

現時在公司註冊處登記的詳情 (第 2A 項)

備任董事的姓名必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人,則必須與其護照上所載的姓名一致。

8. (a) 為識別身分,請填報香港身分證的 <u>部分號碼。如該人並非香港身分證持有人</u>,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

- 前) 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) 一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:

香港身分讚號碼

| 完整號碼 (包括括號內的數字或字母) | 月) | 部分號碼 即所有英文字母及首三個數字) | | | | | | |
|--------------------|-----|------------------------|---|---|---|---|---|-----|
| A123456(7) | Α | 1 | 2 | 3 | * | * | * | (*) |
| AA123456(7) | A A | 1 | 2 | 3 | * | * | * | (*) |

護照號碼

| NOSC YALL YOUR MAD | |
|-----------------------|---------|
| 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) 如備任董事曾根據以上描述,在公司註冊處登記其香港身分證或護照的*部分號* **邏**,請填報該*部分號碼*。
- (c) *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。
- (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 項)

- 請在適當的空格內申報備任董事的新詳價,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。
- **10.** 請填報備任董事的新姓名,該姓名必須與其香港身分證上所載的姓名一致。如該人並 非香港身分證持有人,則必須與其護照上所載的姓名一致。
- 11. 如申報備任董事的新增別名,請在空格內將該備任董事現有的所有別名(包括已在公司註冊處登記的別名)一併填報,以便正確更新紀錄。
- 12. 如備任董事的**遞常住址**有所更改,請在相關的空格內註明生效日期,並於 PI-ND7 頁 內填報備任董事新的通常住址。PI-ND7 頁及於該頁內所填報的資料,不會供公眾查 閱。

- 13. 請申報備任董事的<u>邁那地址</u>。如屬非香港地址,請同時填報「國家/地區」一欄。本處不接納郵政信箱號碼。
- 14. 請提供或更新備任董事的電郵地址(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。
- 15. (a) 請申報備任董事新的香港身分證的 <u>都分號碼</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>部分號碼</u>的詳情及例子,請參閱附註 8。
 - (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-ND7 頁內填報備任董事完整的香港身分證號碼或護照號碼。PI-ND7 頁及於該頁內所填報的資料,不會供公眾查閱。
 - (d) 如備任董事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-ND7 頁。

備任董事詳情更改 - 受保護資料 (PI-ND7)

- 16. 在 PI-ND7 頁所填報的香港身分證號碼或護照號碼及通常住址為受保護資料。PI-ND7 頁及於該頁內所填報的資料,不會供公眾查閱。
- 17. 請填報備任董事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。
- 18. 請填報備任董事新的通常住址,如屬非香港地址,請同時申報「國家/地區」一欄。 本處不接納「轉交」地址或郵政信箱號碼。

NOTICE OF CHANGE IN PARTICULARS OF RESERVE DIRECTOR

For the purposes of section 645(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form ND7

Introduction

- This form should be used to notify the Registrar of Companies (the Registrar) of any change in particulars of the reserve director of a private company incorporated in Hong Kong. This form should be delivered to the Registrar for registration within 15 days after the change in the particulars contained in the company's register of directors.
- 2. Please use the appropriate form to report the following changes —

| Types of changes | Forms |
|--|-----------|
| Nomination or cessation of nomination of the reserve director of a local company | Form ND5 |
| Appointment or cessation of appointment of the company secretary or director (including alternate director) of a local company | Form ND2A |
| Changes in particulars of the company secretary or director (including alternate director) of a local company | Form ND2B |

- 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

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.

Particulars Currently Registered with the Companies Registry (Section 2A)

The name of the reserve director must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport. (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 —

- 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.

e.a.

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 reserve director has previously registered the <u>partial 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 <u>DO NOT</u> 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) (Section 2B)

- Please state only the <u>new particulars</u> of the reserve director 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.
- 10. Please provide the new name of the reserve director. The new name must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.
- 11. To report the addition of an alias, please also state all the aliases (including the alias which has been registered with the Companies Registry) of the reserve director in the box provided to facilitate correct updating of the record.
- 12. If the <u>usual residential address</u> of the reserve director has been changed, please specify the effective date of change in the corresponding box and report the new usual residential address of the reserve director separately on a PI-ND7 sheet. PI-ND7 sheet and the information reported therein are withheld from public inspection.

- 13. Please provide the <u>correspondence address</u> of the reserve director. If a non-Hong Kong address of the reserve director is given, please also complete the box for 'Country/Region'. Post office box numbers are not acceptable.
- 14. Please provide or update the email address of the reserve director, 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.
- 15. (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 reserve director. Please refer to Note 8 on the details and examples of <u>partial number</u>.
 - (b) Please <u>DO NOT</u> 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 reserve director separately on a PI-ND7 sheet. PI-ND7 sheet and the information reported therein are withheld from public inspection.
 - (d) If the reserve director 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-ND7 sheet.

Change in Particulars of Reserve Director - Protected Information (PI- ND7)

- 16. Hong Kong Identity Card number or passport number and usual residential address reported on PI-ND7 sheet are protected information. PI-ND7 sheet and the information reported therein are withheld from public inspection.
- 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 reserve director.
- 18. Please state the new usual residential address of the reserve director. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. 'Care of addresses or post office box numbers are not acceptable.



備任董事辭職通知書 Notice of Resignation of Reserve Director

表格 Form ND8

| Note | е | | | | | | | | | | | | | |
|------|----|---------------------------------|------------|----------|--------|--------|------|--------|-------------|-------|-------|---------|------------|------------------|
| | 1 | 公司名稱 Company N | lame | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | 2 | 備任董事的辭職 Res | ignation | of R | eser | ve D | irec | tor | | | | | | |
| | A. | 現時在公司註冊處登詢 | 己的詳情 | Parti | cular | rs Cu | rren | tly Re | egist | ered | with | the Co | mpanies | Registry |
| | | 中文姓名 Name in Chinese | | | | | | | | | | | | |
| 7 | | Name in Chinese | | | | | | | | | | | | |
| | | 英文姓名 Name in English Sui | 姓氏 | | | | | | | | | | | |
| | | - | 名字 | | | | | | | | | | | |
| | | Other N | lames | | | | | | | | | | | |
| 8 | | 身分識別 | | | | | | * | * | * | (*) | | | |
| | | Identification | | | 香 洋 | 出身を | 證明 | 分號 | 磁 | | | | 護照 | 部分號碼 |
| | | | | Partia | l Numl | ber of | Hong | Kong I | Identit | y Can | d | | Partial Nu | mber of Passport |
| | B | 辭職日期 Date of Resig | nation | | | | | | | | _ | | | |
| | ъ. | MT 494 [1 39] Date of Resig | jiidiloii | | | | | | 7 00 | | | | | he voor |
| | | | | | | | | | B DD | | | Я | MM | 年 YYYY |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 4 | | 交人資料 Presentor's Ref 名 Name: | ference | | | | | 請勿: | 填寫 | 本欄 | For 0 | Officia | l Use | |
| | | Address: | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | 傳真 Fax | : | | | | | | | | | | |
| | | 鄭 Email: 號 Reference: | | | | | | | | | | | | |
| | | Reference. | -ti N- 110 | 200 (0 : | | 20) | | | | | | | | |

| 表格 | NI | Do |
|------|----|----|
| Form | IN | υo |

| | 公司編號 | Company | Number |
|---|------|---------|--------|
| Г | | | |
| | | | |

| 3 辭職預知 Notice of Res | signation |
|----------------------|-----------|
|----------------------|-----------|

| · | 適用的空格內加上 ✓ 號 Please tick the relevant box |
|---|--|
| 9 | 按照上述公司的章程細則或本人與該公司訂立的協議的規定,本人須向該公司發出辭職通知;本人亦已按照該規定發出辭職通知。 I am required by the articles of the above-named Company or by an agreement with the Company to give notice of resignation to the Company and I have given notice of resignation in accordance with the requirement. |
| | 按照上述公司的章程細則或本人與該公司訂立的協議的規定,本人須向該公司發出辭職通知。本人並未按照該規定發出通知,但已將辭職通知的印本送交該公司,或將該通知的電子版發送予該公司,或將該通知留在該公司的註冊辦事處。 I am required by the articles of the above-named Company or by an agreement with the Company to give notice of resignation to the Company. I have not given notice of resignation in accordance with the requirement but I have sent the notice of resignation to the Company in hard copy form or in electronic form, or have left it at the registered office of the Company. |
| | 按照上述公司的章程細則或本人與該公司訂立的任何協議,本人不須向該公司發出辭職通知。 I am not required by the articles of the above-named Company or by any agreement with the Company to give notice of resignation to the Company. |

| 簽署 Signed: | | | | | | | |
|------------|--|----------|------|---|-----|---|--------|
| 姓名 Name : | | 日期 Date: | | | | | |
| | 辭職的備任董事 Resigning Reserve Director | _ | 日 DD | / | 月MM | / | 年 YYYY |

(公司條例) (香港法例第 622 章) 第 464(3) 及 (6) 條規定交付的

備任董事辭職通知書

填表須知 — 表格 ND8

附註

引言

- 辭職的備任董事如有合理理由相信公司將不會就其辭職一事以表格 ND5 通知公司註冊 處處長(「處長」),須自行將辭職一事,以本表格通知處長。
- 2. 辭職的董事(包括候補董事但不包括備任董事)在辭去董事或候補董事(不包括備任董事)職位時,如有合理理由相信公司將不會就其辭職一事以表格 ND2A 通知處長,須自行將辭職一事,以表格 ND4 通知處長。
- 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. 本表格必須由辭職的備任董事簽署。公司註冊處不接納未簽妥的表格。

現時在公司註冊處登記的詳情 (第 2A 項)

 備任董事的姓名必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有 人,則必須與其護照上所載的姓名一致。 8. (a) 為識別身分,請填報香港身分證的*數分號碼*。如該人並非香港身分證持有人,請提供 其所持護照的*部分號碼*。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) 如辭職的備任董事曾根據以上描述,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」。

辭職通知 (第3項)

 如公司的章程細則或與該公司訂立的任何協議,規定辭職的備任董事向該公司發出辭職 通知,則除非該備任董事已按照《公司條例》第464條發出通知,否則該項辭職無效。

NOTICE OF RESIGNATION OF RESERVE DIRECTOR

For the purposes of section 464(3) and (6) of Companies Ordinance (Cap. 622)

Notes for Completion of Form ND8

Introduction

- A resigning reserve director should use this form to notify the Registrar of Companies (the Registrar) of his
 or her resignation if there are reasonable grounds for believing that the company will not deliver a notice of
 resignation in the specified form, Form NDS, to the Registrar for registration.
- 2. A resigning director (including an alternate director but excluding a reserve director) should use Form ND4 to notify the Registrar when he or she or it has resigned as a director or alternate director (but not as a reserve director) of the company if there are reasonable grounds for believing that the company will not deliver a notice of resignation in the specified form, Form ND2A, to the Registrar for registration.
- 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.
- 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

This form must be signed by the resigning reserve director. A form which is not properly signed will be rejected by the Companies Registry.

Particulars Currently Registered with the Companies Registry (Section 2A)

The name of the reserve director must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport. (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 —

- 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;
- (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.

e.g.

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 resigning reserve director has previously registered the <u>partial 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.

Notice of Resignation (Section 3)

9. Please note that where notice of the resignation of the reserve director is required to be given by the articles of the company or by any agreement with the company, the resignation does not have effect unless such notice has been given in accordance with section 464 of the Companies Ordinance.



私人公司或擔保有限公司 撤銷註冊申請書 Application for Deregistration of Private Company or Company Limited by Guarantee

^{表格} NDR1

| | | | _ | 公司編號 | Company Number |
|--------|----|---|--------------------|-------------|----------------|
| | | | | | |
| | | | L | | |
| 註 Note | | | | | |
| | 1 | 公司名稱 Company Name | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | _ | | | | |
| | 2 | 申請人證明書 Certification by Applicant | | | |
| | | | | | |
| | Α. | 申請人的身分 Capacity of Applicant | | | |
| 2 | | 此撤銷註冊的申請是由以下人士作出一 | | | |
| • | | 匹飯剪匠間可中調定日以下八工下山一 This application for deregistration is made by the | following person - | _ | |
| | | | | | |
| | | 請在適用的空格內加上 🗸 號 Please tick the relevant box | | | |
| | | ■ 該公司 the company | | | |
| | | 該公司的董事 a director of the company | | | |
| | | □ | | | |
| | | i 該公司的成員 a member of the company | | | |
| | | | | | |
| | - | | | | |
| 5 | | 大資料 Presentor's Reference Name: | 背勿填寫本欄 For O | fficial Use | |
| | | Address: | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | 電話 | Tel: 傳真 Fax: | | | |
| | | ß Email: | | | |
| | 檔號 | Reference: | | | |

表格 NDR1 申請人的資料 Particulars of Applicant (如申請人為**被公司**,請同時填報第 2C 項 If the applicant is the company, please also complete Section 2C) 申請人姓名(自然人) Name of Applicant (Natural Person) 中文姓名 Name in Chinese 英文姓氏 Surname in English 英文名字 Other Names in English 或 OR 申請人名稱(法人團體) Name of Applicant (Body Corporate) 9 通訊地址 Correspondence Address 國家/地區 Country / Region 10 電郵地址 Email Address 圖文傳真號碼 Fax Number

1 C. 獲提名負責接收撤銷註冊通知書的自然人的資料

獲提名的自然人的姓名 Name of the Natural Person Nominated

12

Particulars of the Natural Person Nominated to be Given Notice of the Deregistration

(知中語人為**數公司**·詩埃報授授名人(自然人)的資料 If the applicant is <u>the company</u>, please provide the particulars of the nominated person (natural person)

| 中文姓名 Name in Chinese | 英文姓氏 Surname in English | 英文名字 Other Names in Englis |
|----------------------------|-------------------------|----------------------------|
| 通訊地址 Correspondence Addres | ss | |
| | | |
| | | |
| | | |
| | | |
| | | |

國家/地區 Country/Region

13 電郵地址 Email Address 圖文傳真號碼 Fax Number

公司編號 Company Number

表格 NDR1

| 公司編號 | Company | Number |
|------|---------|--------|
| | | |
| | | |

- O 申請條件 Conditions for the Application
 - 公司的所有成員均同意撤銷該公司的註冊;
 all members of the company agree to the deregistration of the company;
 - 公司仍未開始營運或經營業務,或公司在緊接提出此申請之前的3個月內沒有營運或經營業務; either the company has not commenced operation or business, or the company has not been in operation or carried on business during the 3 months immediately before this application;
- 公司沒有尚未清償的債務;
 the company has no outstanding liabilities;
 - 公司不是任何法律程序的一方;
 - the company is not a party to any legal proceedings;
 - 公司的資產不包含位於香港的不動產;

the company's assets do not consist of any immovable property situate in Hong Kong;

- (如該公司是控權公司)該公司的所有附屬公司的資產均不包含位於香港的不動產;及 if the company is a holding company, none of its subsidiary's assets consist of any immovable property situate in Hong Kong; and
- 公司並非 (公司條例) 第 749 條指明的公司。
 the company is not a company specified in section 749 of the Companies Ordinance.
- E. 隨本表格交付的文件 Document Delivered with this Form

現職本表格交付稅務局局長發出的書面通知,越明稅務局局長並不反對撤銷該公司的註冊。 The written notice from the Commissioner of Inland Revenue stating that the Commissioner has no objection to the company being deregistered is delivered with this form.

■ F. 證明書 Certification

本人/我們現核譜-

I/ We certify that —

- (a) 公司已符合上述 2D 項<u>所有</u>的申讀條件;及 the company has met all the conditions stated in Section 2D above; and
- (b) 本申請書內提供的資料均屬正確。 the information given in this application is correct.

| 空 | Signed | |
|----------|--------|--|
| | | |

B 维名 Name ·

本表格第 2B 項所述的申請人 (Director/Company Secretary/Authorized Person*) Applicant named in Section 2B of this Form

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

警告 WARNING

在何人如在與申請撤銷註冊有關連的情況下,明知或罔顧實情地向公司註冊處處長提供在要項上屬虛假或具誤導性的資料,即屬犯罪:一經循公訴程序定罪,可處罰款 300,000元及監禁 2年;或一經循簡易程序定罪,可處第 6級罰款(100,000元)及監禁 6個月。A PERSON WHO, IN CONNECTION WITH AN APPLICATION FOR DERGISTRATION, KNOWINGLY OR RECKLESSLY GIVES ANY INFORMATION TO THE REGISTRAT OF COMPANIES THAT IS FALSE OR MISLEADING IN A MATERIAL PARTICULAR COMMITS AN OFFENCE AND IS LIABLE, ON CONVICTION ON INDICTMENT TO A FINE OF \$300,000 AND 2 YEARS IMPRISONMENT; OR ON SUMMARY CONVICTION TO A FINE AT LEVEL 6 (\$100,000) AND 6 MONTHS IMPRISONMENT.

《公司條例》(香港法例第 622 章) 第 750 條規定交付的

私人公司或擔保有限公司 撤銷註冊申請書

填表須知 - 表格 NDR1

附註

引育

- 本表格是用以向公司註冊處處長(「處長」)申請將一間私人公司或擔保有限公司的註冊按《公司條例》第750條撤銷。唯第750條並不適用於以下公司—
 - (a) 公眾公司;
 - (b) 《銀行業條例》(第 155 章)第 2(1)條所界定的認可機構;
 - (c) 《保險公司條例》(第 41 章)第 2(1)及(2)條所界定的保險人;
 - (d) 根據《證券及期貨條例》(第571章)第 V 部獲發牌經營該條例附表 1 第 1 部第 1 條所界定的任何受規管活動的業務的法團;
 - (e) 上述(d) 段所述的法團的屬《證券及期貨條例》(第 571 章)第 VI 部所指者的有聯繫實體;
 - (f) 《強制性公積金計劃條例》(第 485 章)第 2(1)條所界定的核准受託人;
 - (g) 根據《受託人條例》(第 29 章) 第 VIII 部註冊為信託公司的公司;
 - (h) 以屬(b)、(c)、(d)、(e)、(f)或(g)段所指者為附屬公司的公司;或
 - (i) 在緊接提出第750條所指的申請之前的5年內的任何時間曾屬(b)、(c)、(d)、(e)、(f)、(q)或(h)段所指者的公司。
- 2. 撤銷註冊的申請應由公司、公司的董事或成員作出。在撤銷該公司的註冊時,處長會向申請人發出撤銷註冊通知書。如申請人為該公司,則通知書會發給本表格第 2C 項填報的獲提名負責接收撤銷註冊通知書的人士。
- 3. (a) 申請人在簽署及向處長交付本表格前,必須確定公司符合申請撤銷註冊的條件 (見本表格第 2D 項)。任何人如在與申請撤銷註冊有關連的情況下,明知或罔顧 實情地向處長提供在要項上屬虛假或具誤導性的資料,即屬犯罪。
 - (b) 根據《公司條例》第750(5)條,如處長就申請而向申請人要求進一步資料,則申請人須向處長提供該資料。
- 請劃一以中文或英文填報各項所需資料。如以中文填報,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。
- 5. 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。
- 6. 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 曾為導從《公司條例》中有關條文的規定而交付處長。

費用

7. 本表格必須連同正確的註冊費用一併交付,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。

答署

8. 本表格必須由第 2B 項所述的申請人簽署。如申請人屬法人團體,本表格必須由該法 人團體的一名董事、公司秘書或獲該法人團體授權的人士代為簽署,並填上簽署人的 全名。公司註冊處不接納未簽妥的表格。

申請人的資料 (第 2B 項)

- 申請人必須填報全名及通訊地址。如申請人為該公司,必須另提名一位自然人負責接 收撤銷註冊通知書,而獲提名的自然人的資料須同時於第2C項填報。
- 10. 請提供申請人的電郵地址及/或圖文傳真號碼(如有的話)以方便聯絡。

獲提名負責接收撤銷註冊通知書的自然人的資料 (第 2C 項)

- 11. 獲提名的人必須是自然人。
- 12. 請填報獲提名的自然人的全名及通訊地址。
- 13. 請提供獲提名的自然人的電郵地址及/或圖文傳真號碼(如有的話)以方便聯絡。

申請條件 (第 2D 項)

14. 債務包括或有負債,例如銀行擔保。

騰本表格交付的文件 (第 2E 項)

15. 申請人交付本表格時,必須同時交付稅務局局長發出的通知書正本,述明稅務局局長並不反對撤銷該公司的註冊。本表格應在該通知書發出之日起計3個月內交付,否則申請可能被延遲處理,甚至不獲受理。

APPLICATION FOR DEREGISTRATION OF PRIVATE COMPANY OR COMPANY LIMITED BY GUARANTEE

For the purposes of section 750 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NDR1

Introduction

- This form should be used for applying to the Registrar of Companies (the Registrar) for the deregistration of a private company or a company limited by guarantee under section 750 of the Companies Ordinance. Section 750, however, <u>does not</u> apply to the following companies —
 - (a) a public company;
 - (b) an authorized institution as defined by section 2(1) of the Banking Ordinance (Cap. 155);
 - (c) an insurer as defined by section 2(1) and (2) of the Insurance Companies Ordinance (Cap. 41);
 - (d) a corporation licensed under Part V of the Securities and Futures Ordinance (Cap. 571) to carry on a business in any regulated activity as defined by section 1 of Part 1 of Schedule 1 to that Ordinance:
 - (e) an associated entity, within the meaning of Part VI of the Securities and Futures Ordinance (Cap. 571), of a corporation mentioned in paragraph (d);
 - an approved trustee as defined by section 2(1) of the Mandatory Provident Fund Schemes Ordinance (Cap.485);
 - (g) a company registered as a trust company under Part VIII of the Trustee Ordinance (Cap. 29);
 - (h) a company having a subsidiary that falls within paragraph (b), (c), (d), (e), (f) or (g); or
 - a company that fell within paragraph (b), (c), (d), (e), (f), (g) or (h) at any time during the 5 years immediately before the application under section 750 is made.
- 2. This application should be made by the company, a director or member of the company. On the deregistration of the company, the Registrar will give notice of the deregistration to the applicant or, if the application is made by the company, to the person nominated in the application to be given the notice as stated in Section 2C of this form.
- 3. (a) The applicant must confirm that the company meets the conditions for the application for deregistration (see Section 2D of this form) before signing and delivering this form to the Registrar. A person who, in connection with an application for deregistration, knowingly or recklessly gives any information to the Registrar that is false or misleading in a material particular commits an offence.
 - (b) Pursuant to section 750(5) of the Companies Ordinance, the applicant must give the Registrar any further information that the Registrar may request in connection with an application.
 - (c) Once the company is dissolved, <u>all property (including credit balances in its bank accounts, motor vehicle, landed property, etc.) and rights vested in or held on trust for the company immediately before the dissolution is vested in the Government of the Hong Kong Special Administrative Region as bona vacantia. Before making an application for deregistration, the applicant and the company should seek advice from lawyer or other professional adviser to ensure that all property of the company has been properly disposed of prior to its deregistration.</u>
- 4. 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.
- 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.
- 6. 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

7. This form must be delivered with the correct registration 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

8. This form must be signed by the applicant named in Section 2B. If the applicant is a body corporate, this form must be signed by a director or the company secretary of the body corporate or an authorized person acting on its behalf with the full name of the signatory stated. A form which is not properly signed will be rejected by the Companies Registry.

Particulars of Applicant (Section 2B)

- Full name and correspondence address of the applicant must be given. If the applicant is the
 company itself, it must nominate a natural person to receive notice of the deregistration. Particulars
 of the natural person nominated should also be provided in Section 2C.
- Please supply the email address and or fax number of the applicant, if any, to facilitate electronic communication.

Particulars of the Natural Person Nominated to be Given the Notice of the Deregistration (Section 2C)

- 11. The nominated person must be a natural person.
- 12. Please provide the full name and correspondence address of the natural person nominated.
- Please supply the email address and /or fax number of the natural person nominated, if any, to facilitate electronic communication.

Conditions for the Application (Section 2D)

14. Outstanding liabilities include contingent liabilities such as a bank guarantee.

Document Delivered with this Form (Section 2E)

15. The original written notice from the Commissioner of Inland Revenue stating that the Commissioner has no objection to the deregistration of the company must be delivered together with this form. This form should be delivered within 3 months from the date of such notice. Failure to do so may result in the application being delayed or even rejected.



承按人行使財產管有權通知書 Notice of Mortgagee Entering into Possession of Property

表格 NM3

| | | | | - | 公司編 | 號 Cor | npany | Num | ber |
|--|--|--------------|------------------|----------|------------|--------|--------|--------|-----|
| | | | | | | | | | |
| | | | | L | | | | | |
| 1 | 公司名稱 Company Name | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| 2 | 承按人或承押記人資料 Particula | | | | | | | | |
| | 承按人或承押記人的名稱 (法人團) | 體)Name of | Mortgagee or | Charg | ee (Bod | / Corp | orate) | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | 或 OR | | | | | _ | | | |
| | 承按人或承押記人的姓名(自然人) | Name of Mo | rtgagee or C | hargee | (Natural | Perso | n) | | |
| | 中文姓名 Name in Chinese | | | | | | | | |
| | 英文姓名 姓氏 | | | | | | | | = |
| | Name in English Surname | | | | | | | | |
| | 名字 Other Names | | | | | | | | |
| | Other Names | | | | | | | | |
| 7 | 身分識別 Identification | | | | | | | | |
| (須在 PI-NM3 耳 | (a) 香港身分證 <u>部分號碼</u> Partial Number of Hong Kong Identity C | ard: | | | | * | * | * | (*) |
| 填報完整 | | | | | | | | | |
| Provide full | (b) 護照 | | | | | | | | |
| number in | NOT AS BAR YOU | | | | | | | | |
| | Partial Number | | | | | | | | |
| 8 | 轉換承按人或承押記人的日期 | | | | | | | | |
| | Date of Change of Mortgagee or Char | gee | ∐ DD | | 月MM | | 4 | E YYYY | |
| 9 | 承按人或承押記人地址 Address of | Mortgage o | | | /3 101101 | | 7 | | |
| | 家族八家家开記八地址 Address of | Wortgagee C | i Onargee | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| • | 承按人或承押記人電郵地址 Email | Address of N | lortgagee or | Charge | е | | | | |
| 2 承求 O 技 文 m x m x m x m x m x m x m x m x m x m | | | | | | | | | |
| - 提2 | 交人資料 Presentor's Reference | | 請勿填寫本材 | Wi For 0 | Official L | lse | | | |
| _ | 名 Name: | | 20 20 20 10 11 1 | - | | | | | |
| | | | | | | | | | |
| 地址 | Address: | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| 雷音 | 括 Tel: 傳真 Fax: | | | | | | | | |
| | 部 Email: | | | | | | | | |
| 推 | Reference: | | | | | | | | |

| 表格 | NI | N/I | 2 |
|------|----|-----|---|
| Form | IN | M | J |

| FOI | III 141110 | | | | | |
|-------|---|--|-------------------|---------------|---------------|-----------|
| | | 財產管有權所根據的押 rtgagee or Chargee Entere | | ession of th | e Prope | rty |
| 4 | 甲記描述 Description of Char | ge | | 設立日: | 期 Date of | Creation |
| | | | | | | |
| | | | | | | <u> </u> |
| | | | | Ħ DD | 月MM | 年 YYYY |
| 1 | 行使財產管有權的日期 | 1 | | | | |
| - | Date of Entering into Po | ssession of Property | | 目 DD | 月MM | 年 YYYY |
| - | 承按人或承押記人行使 Description of Property 如空位不足,請用繳買填報 Use C | E管有權的財產的描述 Entered into Possession I Continuation Sheet if the space is insu | oy the Mortga | | ., | 41111 |
| | 身地產 Landed Property | , | , | | | |
| 1 | | ort particulars of the property | y charged | | | |
| | | | | | | |
| | 其他類別的押記財產 Oth 請填報適當菲德 Please insert det | ner types of property charged ails as appropriate) | i | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| _ | 通知者与好下刑债官/DLM | IM3頁 This Notice includes the | following Conti | nuation Shoot | (e) /DI-NI | //3 Shoot |
| | ᄣᄱᆂᅞᄺᆝᄁᄤᇧᄼᄗ | 續頁 Continuation Sheet(s) | PI-NM3 (不會例 | | | |
| | 頁數 Number of pages | ag g continuation oncet(s) | T I-IIIIO (ZILEO) | KZAKERI INOT | ioi i ubiic i | пареспоп |
| | Signed: | I | I | | | |
| | | | T MIT Date . | | | |
| £ 7 | | 可秘書/授權代表*) | ョ期 Date: | 日 DD / 月 | MM / | 年 YYYY |
| | | f <mark>述的承按人/承押記人</mark> etary/Authorized Representa | tive *) | | | |
| | | named in Section 2 of this For | | | | |

公司編號 Company Number

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

表格 NM3

| 續頁 | Continuation | Shoot |
|-----|--------------|--------|
| 領 貝 | Continuation | Sileet |

公司編號 Company Number

PI-NM3

| | 公司編號 | Company Number |
|---|------|----------------|
| Г | | |
| | | |

承按人或承押記人(自然人) - 受保護資料 Mortgagee or Chargee (Natural Person) - Protected Information

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

承按人或承押記人須於本頁申報其香港身分證或護照的完整號碼。 The full number of Hong Kong Identity Card or passport of the mortgagee or chargee should be reported on this page.

| 中文姓名 Name in Chinese | | |
|-------------------------|----------------------|--|
| | i | |
| 英文姓名 Name in English | 姓氏 Surname | |
| | | |
| | 名字 Other Names | |

4 身分識別 Identification

| (a) | 香港身分證(完整 Hong Kong Identit | 鉴號碼) y Card (Full Number) | | | | | (|) |
|-----|-------------------------------|---|--|--|--|--|---|---|
| (b) | 護照 Passport | 簽發國家/地區 Issuing Country/Region | | | | | | _ |
| | | 完整號碼 Full Number | | | | | | |



請勿覆蓋此頁內的條碼

DO NOT COVER THE BARCODES ON THIS PAGE

(交付表格 NM3 時,講將 PI-NM3 頁置於最後。 Please place PI-NM3 sheet at the end when delivering the Form NM3.)



(公司條例)(香港法例第 622 章) 第 349(1)條規定交付的

承按人行使財產管有權通知書

填表須知 — 表格 NM3

附註

引言

- 如任何人以承按人身分,就公司財產或註冊非香港公司已押記財產行使管有權,該人 須在開始行使管有權的日期後的7日內,將關於該事實的陳述,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辞納。
- 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。

費用

5. 本表格必須連同正確的註冊費用一併交付,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」。請勿郵客現金。

筝署

6. 本表格必須由第2項所述的承按人或承押記人簽署。如承按人或承押記人屬法人團體,本表格必須由其一名董事、公司秘書或授權代表簽署。如承按人或承押記人屬自然人,則本表格必須由承按人或承押記人親自簽署,或由其授權代表簽署。公司註冊處不接納未簽妥的表格。

承按人或承押記人資料 (第2項)

7. (a) 請填報屬自然人的承按人或承押記人的香港身分證的*部分號碼*。如該人並非香港身分證持有人,請提供其所持護照的*部分號碼*及簽發國家/地區。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)一該序列的前半部分;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) | А | 1 | 2 | 3 | * | * | * | (*) | |
| AA123456(7) | A A | 1 | 2 | 3 | * | * | * | (*) | |

護照號碼

| DSE 7/77 20/6 MAY | | | | | | |
|-----------------------|---------|--|--|--|--|--|
| 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) *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。
- (c) 請另外於 PI-NM3 頁內填報承按人或承押記人完整的香港身分證號碼或護照號碼。PI-NM3 頁及於該頁內所填報的資料,不會供公眾查閱。
- (d) 如承按人或承押記人並非香港身分證持有人,亦沒有任何護照,則請在有關的空格內填上「無」,亦無需提交 PI-NM3頁。
- 如曾經轉換承按人或承押記人,請在有關的空格內填報現時的承按人或承押記人開始 享有該項押記權利的日期。
- 第申報承按人或承押記人的詳細地址,本處不接納「轉交」地址或郵政信箱號碼。如 承按人或承押記人屬法人團體,請註明其註冊辦事處或主要辦事處的地址。
- 10. 請提供承按人或承押記人的電郵地址(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 NM7 通知公司註冊處。

承按人或承押記人行使財產管有權所根據的押記 (第3項)

11. 在此空格內填報的押記描述必須與在公司註冊處登記有關該押記的表格M1或 NM1 所填報的描述相同。

承按人或承押記人(自然人) - 受保護資料 (PI-NM3)

- 12. 在 PI-NM3 頁所填報的香港身分證號碼或護照號碼為受保護資料。PI-NM3 頁及於該 頁內所填報的資料,不會供公眾查閱。
- 13. 請填報承按人或承押記人的香港身分證的完整號碼。如該人並非香港身分證持有人,請填報其所持護照的完整號碼及簽發國家/地區。

NOTICE OF MORTGAGEE ENTERING INTO POSSESSION OF PROPERTY

For the purposes of section 349(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NM3

Introduction

- If a person enters into possession of the property of a company, or the charged property of a registered non-Hong Kong company, as mortgagee, the person must, within 7 days after the date of entering into possession, deliver a statement of that fact in this form to the Registrar of Companies (the Registrar) for registration.
- 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.
- 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.

Fee

5. This form must be delivered with the correct registration 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

6. This form must be signed by the mortgagee or chargee named in Section 2 of this form. If the mortgagee or chargee is a body corporate, this form must be signed by a director, company secretary or an authorized representative. If the mortgagee or chargee is a natural person, this form must be signed by the mortgagee or chargee personally or by his or her authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Particulars of Mortgagee or Chargee (Section 2)

7. (a) 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> and issuing country/region of the passport of the mortgagee or chargee who is a natural person according to the description of "Partial number" below:

Partial number means —

- 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.

e.g.

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) | | Α | | 1 | 2 | 3 | * | * | * | (*) |
| AA123456(7) | А | Α | | 1 | 2 | 3 | * | * | * | (*) |

Passport Number

| rassport number | | | | | |
|---|----------------|--|--|--|--|
| Full Number (including punctuation marks and symbols) | Partial Number | | | | |
| ABCD1234567 | ABCD12 | | | | |
| ABCD12345678 | ABCD12 | | | | |
| ABCD123456789 | ABCD123 | | | | |
| ABC-123-4 | ABC1 | | | | |
| #A1234567H(*) | A1234 | | | | |

- (b) Please <u>PO NOT</u> 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 mortgagee or chargee separately on a PI-NM3 sheet. PI-NM3 sheet and the information reported therein are withheld from public inspection.
- (d) If the mortgagee or chargee holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NM3 sheet.
- If there has been a change of mortgagee or chargee, please fill in the date on which the current mortgagee or chargee became entitled to the charge in the box provided.
- 9. Please provide the full address of the mortgagee or chargee. 'Care of' addresses or post office box numbers are not acceptable. If the mortgagee or chargee is a body corporate, please provide the address of the recistered or principal office.
- 10. Please supply the email address of the mortgagee or chargee, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NM7.

Charge under which Mortgagee or Chargee Entered into Possession of the Property (Section 3)

11. The description of the charge to be included in this box should be the same as the description included in the Form M1 or NM1 relating to this charge registered with the Companies Registry.

Mortgagee or Chargee (Natural Person) - Protected Information (PI-NM3)

- Hong Kong Identity Card number or passport number reported on PI-NM3 sheet is protected information. PI-NM3 sheet and the information reported therein are withheld from public inspection.
- 13. Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identify Card, the full number and issuing country/region of the passport of the mortgagee or chargee.



委任接管人或經理人通知書 Notice of Appointment of Receiver or Manager

表格 Form NM5

| | | | | 公司編號 Com | pany Numl |
|---------------|---|-----------|-------------------|----------|-----------|
| | | | | | |
| 1 公 | 司名稱 Company Name | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | (有接管人/經理人獲委 | 任 Receiv | er / Manager appo | inted) | |
| 2 委任 | E接管人或經理人 Appointment of Rece | | | | |
| A. 委 们 | 方式 Mode of Appointment | | | | |
| | 適用的空格內加上 < 號 Please tick the relevant box | | | | |
| | 根據法院命令委任 Appointment by a Cou | rt Order | | | |
| | 法院案件編號 Court Action Number | | | | |
| | 72 PU SK Will DE GOLLET COLOR | | | | |
| | | | | | |
| | | | | | |
| | 命令日期 Date of Order | | | | |
| | | l | Ħ DD | 月 MM | 年 YYY |
| | ##FFF* | l | | /- | • |
| Ш | 根據任何文書委任 Appointment under an | instrumer | ıt | | |
| | 文書描述 Description of Instrument | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | 設立日期 Date of Creation | | | | |
| | | L | 目 DD | 月MM | 年 YYY |
| | | Г | | | 1 |
| B. 委任 | 日期 Date of Appointment | | | | |
| | | _ | ∃ DD | 月MM | 年 YYYY |
| 提交人 | 資料 Presentor's Reference | 請勿填寫 | 本欄 For Offic | ial Use | |
| 姓名N | | | | | |
| 代號C | | | | | |
| 地址 A | adress: | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| - | | | | | |
| 電話 Te 電郵 E | | | | | |

| | orm NM | 5 | | | | 公司 | 編號 Con | npany | Num | ber |
|---|---------------------------------|-----------------------|-------------------------------------|--------------|-----------------------|-------------|--------------------|----------|---------|-------|
| ' | | | | | | | | | | |
| 2 | 委任接管人 | 或經理人 | Appointme | nt of Receiv | er or Manage | r (續上頁 | cont'd) | | | |
| C. | 1× 1 × 1 × 1 × 1 | | | | _ | | | | | |
| | (如委任超過兩名抗 請在適用的空格內 | | | | tion Sheet A if more | than 2 rece | ivers / mana | gers are | e appoi | nted) |
| | ∤分 apacity | 10.1. | 接管人 Receiver | | 經理人 Manager | | 接管人兼 Receiver a | | | |
| 舞 | 別 | | 單獨 | П | 共同 | П | 共同及各 | | . 5 | |
| Si | tatus | | Sole | _ | Joint | _ | Joint and | Several | 1 | |
| 1 | 中文姓名 Name in Chines | e | | | | | | | | |
| | 英文姓名 Name in English | 姓氏 Surname | | | | | | | | |
| | (| 名字 Other Names | | | | | | | | |
| 9 | 地址 Address | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | Cour | 國家/地區 try / Region | | | | | | | | |
| • | 電郵地址 Email Address | | | | | | | | | |
| • | 身分識別 ident | ification | | _ | | | | | | |
| (須在 PI-NM5 頁 填報完整 | (a) 香港身分戲 Partial Num | | _ g Kong Identity C | ard | | | * | * | * | (*) |
| 身分識別號 Provide full | 등 (b) 護照 Passport | | § 發國家/地區 Country/Region | | | | | | | |
| identification number in PI-NM5 she | n | | 部分號碼 Partial Number | | | | | | | |
| 2 | 中文姓名 Name in Chines | e | | | | | | | | |
| | 英文姓名 Name in English | 姓氏 Surname | | | | | | | | |
| | _ | 名字 Other Names | | | | | | | | |
| 9 | 地址 | | | | | | | _ | | _ |
| | Address | | | | | | | | | |
| | | | | | | | | | | |
| | Cour | 国家/地區 try/Region | | | | | | | | |
| | 電郵地址 | ary / region | | | | | | | | |
| 10 | Email Address | | | | | | | | | |
| ① | 身分識別 Ident | | | - | | | | | | |
| (須在 PI-NM5 頁 填報完整 | (a) 香港身分證 Partial Num | | _ g Kong Identity C | ard | | | * | * | * | (*) |
| 身分識別號 Provide full identification | 碼 (b) 護照 Passport | | 接 發國家/地區 Country/Region | | | | | | | |
| number in PI-NM5 she | | | 部分號碼 Partial Number | | | | | | | |

部分號碼 Partial Number

| 表格 | NI | N/ | _ |
|------|----|----|---|
| Form | I | М | J |

| 公司編號 | Company Number |
|------|----------------|
| | |
| 1 | |

3 該項委任所涉及的財產的描述

Description of the Property over which the Appointment is Made

(如空位不足,請用續頁B 填報 Use Continuation Sheet B if the space is insufficient)

| Δ 層地産 Landed Proper | tν | Property | Pro | habne | - | 產 | 111 | 尾 | Δ |
|---------------------|----|----------|-----|-------|---|---|-----|---|---|
|---------------------|----|----------|-----|-------|---|---|-----|---|---|

| | | | of the property) | | |
|---|----------------|----------------------|------------------|--|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 其他類別 | 削的財產 Oth | er Types of Pr | roperty | | |
| 主告中古 由公司的人 | 當詳情 Please ins | ert details as appro | opriate) | | |
| (10月7年刊)(2018年 | | | | | |
| ,0F3R+W,2ME | | | | | |
| µ91 *92 +14.2≌ E | | | | | |
| ## \$P\$ *P\$ #\$Z\$ E | | | | | |
| <i>WA 19</i> 44 <i>1</i> 23 E | | | | | |
| uF 55-14, 23 E | | | | | |
| u# 55- PK 22 E | | | | | |
| un '52- PQ 225 E | | | | | |
| ur se en e | | | | | |
| ± 1919 - 1919 - 1919 - 1919 - 1919 - 1919 - 1919 - 1919 - 1919 - 1919 - 1919 - 1919 - 1919 - 1919 - 1919 - 19 | | | | | |
| ung-54-441.22 E | | | | | |

本通知書包括下列續頁/PI-NM5頁 This Notice includes the following Continuation Sheet(s)/PI-NM5 Sheet(s)

| 續頁 Continuation Sheet(s) | Α | В | PI-NM5 (不會供公眾查閱 NOT | for Public Inspection) | |
|--------------------------|---|---|---------------------|------------------------|--|
| 頁數 Number of pages | | | 頁數 Number of pages | | |

| 坐里 | Signed |
|----|--------|
| | |

(Director / Company Secretary / Authorized Representative *)
Appointor

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

表格 NM5

| 續頁 A Continuation She | et A | ١ |
|-----------------------|------|---|
|-----------------------|------|---|

| 公司編號 | Company | Number |
|------|---------|--------|
| | | |
| | | |

接管人或經理人的詳情 (第 2C 項)

Particulars of Receiver or Manager (Section 2C)

| Address Table Ta | Pa | irticulars of Rec | erver or iv | ianager (S | section 20 | <u>,)</u> | | | | | | | |
|---|---|-------------------|-----------------------|----------------------|------------|------------|---|--|---|---|---|-----|--|
| Status Sole Joint Joint and Several 1 中文姓名 Name in Chinese 英文姓名 Name in English Sumane Other Names **** **** **** *** *** *** ** | 身 | 分 | | 按管人 | | | | | - | | | | |
| Name in Chinese 英文姓名 Name in English *** *** *** ** ** ** ** ** * | | | | | | | _ | | | | | | |
| Name in English Surname | 1 | | | | | | | | | | | | |
| *** 地址 Address | | | 姓氏 Surname | | | | | | | | | | |
| Address Table Ta | | | 名字 Other Names | | | | | | | | | | |
| 電郵地址 Email Address 身分識別 Identification (a) 香港身分離郊分號碼 Partial Number of Hong Kong Identity Card 水 * * * * (*) 建設施設施 Provide full identification number in PI-NMS sheet 2 中文姓名 Name in Chinese 英文姓名 Name in English 名字 Other Names 地址 Address 地址 Address 地址 Address 地址 Address ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ | 9 | | | | | | | | | | | | |
| 電郵地址 Email Address 身分識別 Identification (3) 香港身分離郊外域等 Partial Number of Hong Kong Identity Card 水 水 水 (木) (2) 機照 | | | | | | | | | | | | | |
| Email Address 身分識別 Identification (a) 香港身分體部分號碼 Pir-MMS 頁 Apt Mumber of Hong Kong Identity Card | | | 國家/地區 untry/Region | | | | | | | | | | |
| (a) 香港身分體部分號碼 Partial Number of Hong Kong Identity Card 未来来 (来) 接致 Partial Number of Hong Kong Identity Card 中 Partial Number of Hong Kong Identity Card 中 Partial Number of Hong Kong Identity Card 中 Partial Number of Hong Kong Identity Card | • | | | | | | | | | | | | |
| ### Address Description | (須在 PI-NM5 頁 | (a) 香港身分證音 | 多分號碼 | ng Identity C | ard | | | | * | * | * | (*) | |
| 2 中文姓名 Name in Chinese 英文姓名 Name in English 名字 Other Names 地址 Address 地址 Address 「電郵地址 Email Address 「日本語子」 「日本語子 「日本語子」 「日本語子 「日本語子」 「日本語子 「日本語子」 「日本語子 「日本語子」 「日本語子」 「日本語子」 「日本語子 「 | 身分識別號碼 Provide full identification number in | | | intry / Region | | | | | | | | | |
| Name in English Surname A字 Other Names 地址 Address 地質 Country Region 電郵地址 Email Address 争分識別 Identification (a) 香海身分雕密分號碼 PP-NM5頁 和報符會 Partial Number of Hong Kong Identity Card 和報符會 | | | <u>Pa</u> | rtial Number | | | | | | | _ | | |
| が地上 Address 地址 | | | 姓氏 Surname | | | | | | | | | | |
| Address Image: The control of th | | | 名字 Other Names | | | | | | | | | | |
| Country / Region 電郵地址 Email Address 身分識別 Identification (a) 香港身分體部分號碼 Ph-NM5頁 ATIAI Number of Hong Kong Identity Card ATIAI | 9 | | | | | | | | | | | | |
| Country / Region 電郵地址 Email Address 身分識別 Identification (a) 香港身分體部分號碼 Ph-NM5頁 ATIAI Number of Hong Kong Identity Card ATIAI | | | | | | | | | | | _ | | |
| Email Address 身分識別 Identification (網在 PP-NM5 頁 接触 | | | 國家/地區 untry/Region | | | | | | | | | | |
| (詞在 (a) 香港身分雕 <u>部分號碼</u> P-NM5頁 成報完意 Partial Number of Hong Kong Identity Card | _ | | | | | | | | | | | | |
| | (須在 PI-NM5 頁 | (a) 香港身分證音 | 多分號碼 | dentity Card | | | | | * | * | * | (*) | |
| Provide full Passport Issuing Country / Region identification number in 第分號碼 | | | Issuing Cou | untry/Region 部分號碼 | | | | | | | | | |



續頁 B Continuation Sheet B 公司編號 Company Number

| | pointment is Ma | |
|--|-----------------|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

PI-NM5

| | 公司編號 | Company Number |
|---|------|----------------|
| | | |
| | | |
| Ш | | |

委任接管人或經理人 - 受保護資料

Appointment of Receiver or Manager - Protected Information



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

請於本頁申報新委任接管人或經理人的香港身分證或護照的<u>完整號碼</u>。 The <u>full number</u> of Hong Kong Identity Card or passport of the newly appointed receiver or manager should be reported on this page.

(每一頁PI-NM5 只可填棄一名接管人或經理人的受保護資料。如超過一名接管人或經理人資料,請另加PI-NM5 頁填報。 Each PI-NM5 sheet can only report the protected information of 1 receiver or manager. If there is information for more than 1 receiver or manager, please report separately on additional PI-NMS sheet(s).)

| | <i>請在適用的空格內</i> 身分 Capacity | 加上 ✓ 號 Please | tick the relevant b 接管人 Receiver | 接管人 經理人 | | | | | | | | | | | |
|---|-----------------------------------|---------------------------------------|--|---------|--|--|--|--|--|--|---|---|--|--|--|
| | 中文姓名 Name in Chines | se | | | | | | | | | | | | | |
| | 英文姓名 Name in Englis | 姓氏 h Surname | | | | | | | | | | | | | |
| | | 名字 Other Names | i | | | | | | | | | | | | |
|) | 身分識別 Iden | tification | | | | | | | | | | | | | |
| | (a) 香港身分 Hong Kong | 證(完整號碼) Identity Card (<u>Ful</u> | I Number) | | | | | | | | (|) | | | |
| | (b) 護照 Passport | 簽 發 Issuing Coun | 黎/地區 try/Region | | | | | | | | | | | | |
| | | <u> </u> | 完整號碼 iull Number | | | | | | | | | | | | |



請勿覆蓋此頁內的條碼 DO NOT COVER THE BARCODES ON THIS PAGE

(文付表格 NM5 時,讓將所有 PI-NM5 頁面於最後。 Please place all PI-NM5 sheets at the end when delivering the Form NM5.



(公司條例) (香港法例第 622 章) 第 348(1) 條規定交付的

委任接管人或經理人通知書

填表須知 — 表格 NM5

附註

引言

- 1. 如任何人取得委任公司財產或註冊非香港公司已押記財產的接管人或經理人的 命令,或如任何人根據任何文書所載的權力委任上述接管人或經理人,該人須在 該項命令或根據該權力作出委任的日期後的7日內,將關於該事實的陳述,以本 表格交付公司註冊處應長(「處長」)登記。
- 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導從《公司條例》中有關條文的規定而交付處長。

費用

5. 本表格必須連同正確的註冊費用一併交付,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

6. 本表格必須由承按人、承押記人或獲得本表格第2項所述的法院命令的人士(統 稱為委任人)簽署。如委任人屬法人團體,本表格必須由其一名董事、公司秘書 或授權代表簽署。如委任人屬自然人,則本表格必須由委任人親自簽署或由其授 權代表簽署。公司註冊處不接納未簽妥的表格。

委任方式 (第 2A 項)

- 如接管人或經理人是由法院命令所委任,請述明該項法院命令的有關資料。提交 人無須將該法院命令交付本處。
- 在此空格內填報的文書描述必須與在公司註冊處登記有關該押記的表格 M1 或 NM1 所填報的描述相同。

接管人或經理人的詳情 (第 2C 項)

- 9. 請申報接管人或經理人的詳細地址,本處不接納「轉交」地址或郵政信箱號碼。
- 10. 請提供接管人或經理人的電郵地址(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 NM7 通知公司註冊處。

11. (a) 請填報接管人或經理人的香港身分證的<u>都分數碼。如該人並非香港身分證持有人</u>,請提供其所持護照的<u>都分數碼</u>及簽發國家/地區。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 * * * (*) | | | | | | | | | |

護昭號碼

| 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) **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。
- (c) 請另外於 PI-NM5 頁內填報接管人或經理人完整的香港身分證號碼或護照 號碼。PI-NM5 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-NM5 只可填報一名接管人或經理人的受保護資料。如超過一名接管人或經理人資料,請另加 PI-NM5 頁填報。

(d) 如接管人或經理人並非香港身分證持有人,亦沒有任何護照,則請在有關的空格內填上「無」,亦無需提交 PI-NM5頁。

委任接管人或經理人 - 受保護資料 (PI-NM5)

12. 在 PI-NM5 頁所填報的香港身分證號碼或護照號碼為受保護資料。 PI-NM5 頁及 於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-NM5 只可填報一名接管人或經理人的受保護資料。如超過一名接管人或經理人資料,請另加 PI-NM5 頁填報。

13. 請填報接管人或經理人的香港身分證的完整號碼。如該人並非香港身分證持有人,請填報其所持護照的完整號碼及簽發國家/地區。

NOTICE OF APPOINTMENT OF RECEIVER OR MANAGER

For the purposes of section 348(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NM5

Introduction

- 1. If a person obtains an order for the appointment of a receiver or manager of the property of a company or the charged property of a registered non-Hong Kong company, or appoints such a receiver or manager under the powers contained in an instrument, the person must, within 7 days after the date of the order or of the appointment under those powers, deliver a statement of that fact in this form to the Registrar of Companies (the Registrar) for registration.
- 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.
- 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.

Fee

5. This form must be delivered with the correct registration 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

6. This form must be signed by the mortgagee, chargee, or the person who obtained the court order stated in Section 2 of this form (collectively referred to as the appointor). If the appointor is a body corporate, this form must be signed by a director, company secretary or an authorized representative. If the appointor is a natural person, this form must be signed by the appointor personally or by his or her authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Mode of Appointment (Section 2A)

- If the receiver or manager is appointed by a court order, please state the particulars of the court order. Presentors need not deliver a copy of the court order to the Companies Registry.
- The description of instrument to be included in this box should be the same as the description included in the Form M1 or NM1 relating to this charge registered with the Companies Registry.

Particulars of Receiver or Manager (Section 2C)

- Please provide the full address of the receiver or manager. 'Care of' addresses or post office box numbers are not acceptable.
- 10. Please provide the email address of the receiver or manager, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NMT.

11. (a) 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> and issuing country/region of the passport of the receiver or manager 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.

e.g.

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) 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 receiver or manager separately on a PI-NM5 sheet. PI-NM5 sheet and the information reported therein are withheld from public inspection.

Each PI-NM5 sheet can only report the protected information of 1 receiver or manager. If there is information for more than 1 receiver or manager, please report separately on additional PI-NM5 sheet(s).

(d) If the receiver or manager holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NM5 sheet.

Appointment of receiver or manager - Protected Information (PI-NM5)

 Hong Kong Identity Card number or passport number reported on PI-NM5 sheet is protected information. PI-NM5 sheet and the information reported therein are withheld from public inspection.

Each PI-NM5 sheet can only report the protected information of 1 receiver or manager. If there is information for more than 1 receiver or manager, please report separately on additional PI-NW5

13. Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the full number and issuing country / region of the passport of the newly appointed receiver or manager.



更改接管人、經理人或 管有財產的承接人的詳情通知書 Notice of Change in Particulars of Receiver, Manager or Mortgagee in Possession of Property

表格 NM7

| | | Г | 公司編號 Company Number |
|----------------------------|---|------------------------------|-----------------------------------|
| | | | |
| 1 公司名稱 Co | mnany Namo | L | |
| 公司石牌 60 | inparty Name | | |
| | | | |
| | | | |
| 2 接管人或經典 | 型人/管有財產的承按人 | 或承押記人詳情更改 | |
| | ticulars of Receiver or Man | | ee in Possession of Prope |
| A. 現時在公司註 | 冊處登記的詳情 | | |
| Particulars Cur | rently Registered with the Co | ompanies Registry | |
| | 7上 🗸 號 Please tick the relevant box | _ | |
| 身分 | 接管人或經理 | | (按人或承押記人 |
| Capacity | Receiver or Mar | iager Mortgagee or C | Chargee in Possession of Property |
| | Arry T. (AL. I best bits) as a color of the | Ob (D . d . O | 4-1 |
| | 記人 (法人團體) Mortgage | e or Chargee (Body Corpora | te) |
| 名稱 Name | | | |
| | | | |
| | | | |
| | | | |
| 或 OR | | | |
| | 人/承按人或承押記人 (自然 | | |
| | nager / Mortgagee or Charge | e (Natural Person) | |
| 中文姓名 Name in Chinese | e | | |
| 英文姓名 | 24.15 | | |
| Name in English | 姓氏 Surname | | |
| | A ÷ | | |
| | 名字 Other Names | | |
| 身分識別 | | | |
| Identification | | * * * (*) | |
| | | 身分證 <u>部分號碼</u> | 護照部分號碼 |
| | Partial Numbe | r of Hong Kong Identity Card | Partial Number of Passport |
| | | | |
| 提交人資料 Preser | itor's Reference | 請勿填寫本欄 For Of | ficial Use |
| 姓名 Name: | | | |
| 代號 Code: | | | |
| 地址 Address: | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| 電話 Tel: | 傳真 Fax: | | |
| 電郵 Email: 檔號 Reference: | | | |
| AND THE PRESENCE. | | 1 | |

表格 ***

| F | orm | NIVI / | ' | | | | | | | | | | |
|--------------------------------|-------------------|------------------------------|---|------------|----------------|-------------|-----------|---|----------|-------|-------------|--------------|----------|
| _ | Ch: | ange in Partic 改詳情 Detail | 人/管有財 ulars of Recei s of Change(s n項目 Please co | ver or Ma | nager/I | /lortgag | jee or C | | | | ion of P | roperty | (cont'd) |
| | (a) | | 甲記人的名稱(| | | | | | | | | 生效日期 | |
| | | Name of Wort | gagee or Charge | ee (Body C | orporate) | | | | | | E1 | fective D | ate |
| | | | | | | | | | | | H DD | 月MM | 年 YYYY |
| | (b) | | 里人/承按人耳 ese of Receiver | | | | | (Natura | ıl Perso | n) | | | |
| | | | | | ., | | | (11111111111111111111111111111111111111 | | ., | | | |
| | (c) | | 里人/承按人耳 sh of Receiver | | | | | (Noturo | l Boroo | a) | Ħ DD | 月 MM | 年 YYYY |
| | | Name in Engli | SII OI RECEIVEI | or warrage | 1 / WiOrtga | gee or c | margee | (ivatura | reisui | , | | | |
| | L | | | 姓氏 | Surname | | | | | _ | ∄ DD | 月MM | 年 YYYY |
| 8 | | | | 名字〇 | ther Names | ; | | | | | | | |
| • | (d) | 地址 Address | 3 | | | | | | | | | ı | |
| | | | | | | | | | | | | | <u> </u> |
| | | | | | | | | | | | 日 DD | 月MM | 年 YYYY |
| | H | | | | | | | | | = | | | |
| | | | | | | | | | | | | | |
| | | 國家/地區 Country/Region | | | | | | | | | | | |
| 9 | (-) | - | | | | | | | | | | | |
| • | (e) | 電郵地址 Em | iail Address | | | | | | | | | | |
| | | | | | | | | | | | | | |
| 10 | (\$) | 香港身分證剖 | V AS BAD THE | | | | | | | | Ħ DD | 月MM | 年 YYYY |
| (須在 PI-NM7 頁 | (1) | Partial Numbe | <u>r</u> of Hong Kong | | | | k | * | * | (*) | | | |
| 填報完整 身分識別號6 | 596 | Identity Card | | | | | | | | | L DD | 月MM | 年 YYYY |
| Provide full identification | | 護照 | | | | | | | | | | | Ė |
| number in PI-NM7 shee | | Passport | | 簽發國家 | ∕ada πα° ia | ssuing Co | untn/ / D | ngion | | | ■ DD | H MM | 年 YYYY |
| | , | | | 東安國水 | / 地 國 : | ssuing Co | unity/ IX | egiori | | | Цыы | /3 | 4 |
| | | | | ** | 分號碼 」 | Doutiel No | mbar | | | | | | |
| | | 請在適用的空格內 | 均加上 ✓ 號 Plea | | | raitiai ivu | iiiibei | | | | | | |
| | (h) | 類別 Status | □ 單獨 Sole | | 共同 | | | 同及各 int and | | | | | |
| | | Status | Sole | | Joint | | JC | iiii anu s | severar | | 日DD | 月MM | 年 YYYY |
| Т | his i | notice includes | PI-NM7 頁 (PI- one page of PI- ✓ 號 Please tick | NM7 Shee | t (PI-NM7 | | NOT fo | r Public | Inspec | tion) | 是 | Yes | 否 No |
| 6 * | 署; | Signed : | | | | | | | | | | | |
| 姓 | 名 | Name : | | | | | 日期 | Date : | | | | | |
| | | | (董事/公司 | 秘書/授 | 權代表*) | | | _ | 日D | D / | 月MM | / 年 Y | YYY |

(董事/公司秘書/授權代表*) 本表格第 2 項所並的人士或公司 (Director, Company Secretary, Authorized Representative *) Person or Company named in Section 2 of this Form

*請註明以何種身分簽署 Please indicate in which capacity you are signing this form

公司編號 Company Number

PI-NM7

| 公 | 可 | 編 | 號 | Compar | ıy Nı | ımbe | r |
|---|---|---|---|--------|-------|------|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

接管人或經理人/管有財產的承按人或承押記人詳情更改(自然人) - 受保護資料

Change in Particulars of Receiver or Manager / Mortgagee or Chargee in Possession of Property (Natural Person) – Protected Information



公 眾 紀 錄 不 會 顯 示 此 頁

This page will not be shown on the public record

如接管人或經理人/管有財產的承按人或承押記人(自然人)的身分識別號碼有所更改,該接管人或經理人/管有財產的承按人或承押記人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 a receiver or manager /a mortgagee or chargee in possession of property, who is a natural person, should be reported on this page if his or her identification number has been changed.

| | 身分 Capacity | Receiver or Manager | | | 管有財產的承按人或承押記人 Mortgagee or Chargee in Possession of Property | | | | | | | |
|---|------------------------------|----------------------|-----------------------------|--|--|--|--|--|--|--|---|---|
| | 中文姓名 Name in Chinese | | | | | | | | | | | |
| | 英文姓名 Name in English | 姓氏 Surname | | | | | | | | | | |
| | | 名字 Other Names | | | | | | | | | | |
| 3 | 身分識別 Identific | ation | | | | | | | | | | |
| | (a) 香港身分證(g Hong Kong Ide | | Number) | | | | | | | | (|) |
| | (b) 護照 Passport | | 國家/地區 ntry/Region | | | | | | | | | |
| | | | <u>完整</u> 號碼 Full Number | | | | | | | | | |



請勿覆蓋此頁內的條碼 DO NOT COVER THE BARCODES ON THIS PAGE

(交付表格NM7 時,講將PI-NM7 頁面於最後。 Please place PI-NM7 sheet at the end when delivering the Form NM7.)



《公司條例》(香港法例第 622 章) 第 350(4) 條規定交付的

更改接管人、經理人或管有財產的承按人的詳情通知書

填表須知 — 表格 NM7

附註

引育

- 1. 如委任接管人或經理人通知書(表格 M5/NM5)或承按人行使財產管有權通知書(表格 M3/NM3)已交付公司註冊處應長(「處長」)登記,而該接管人或經理人或承按人或承押記人的詳情有所更改,該人須在該項更改的日期後的 15 日內,將關於該項更改的陳述,以本表格交付處長登記。
- 2. 請劃一以中文或英文申報各項所需資料。此外,所選用的語文必須 與有關的表格 M5/NM3(視屬何情況而定)所用的語文相同。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。

答署

5. 本表格必須由本表格第2項所述的接管人、經理人、管有財產的承按人或承押記人(或由承按人或承押記人的授權代表)親自簽署。如承按人或承押記人屬法人團體,則本表格必須由其一名董事、公司秘書或授權代表簽署。公司註冊處不接納未簽妥的表格。

現時在公司註冊處登記的詳情 (第 2A 項)

6. (a) 為識別身分,請填報香港身分證的<u>部分數碼</u>。如該人並非香港身分證持有人,請 提供其所持護照的<u>部分數碼</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) 一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 * * (*) | | | | | | |

護昭號碼

| HOSE JIM APR THO | |
|-----------------------|---------|
| 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) 如接管人、經理人、承按人或承押記人屬自然人,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*鄧分號確*,請填報該*鄧分號碼*。
- (c) 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。
- (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 項)

- 請在適當的空格內申報接管人、經理人、承按人或承押記人的新詳價,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。
- 8. 請申報接管人、經理人、承按人或承押記人的詳細地址,本處不接納「轉交」地址或 郵政信箱號碼。如承按人或承押記人屬法人團體,請註明其註冊辦事處或主要辦事處 的地址。
- 請提供或更新接管人、經理人、承按人或承押記人的電郵地址(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。
- 10. (a) 請申報接管人、經理人、承按人或承押記人新的香港身分證的 **遊分號碼**。如該人並非香港身分證持有人,請提供其所持新護照的**遊分號碼**及簽發國家/地區。有關填報身分識別的**部分號碼**的詳情及例子,請參閱附註 6。
 - (b) **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。
 - (c) 請另外於 PI-NM7 頁內填報接管人、經理人、承按人或承押記人完整的香港身分 證號碼或護照號碼。PI-NM7 頁及於該頁內所填報的資料,不會供公眾查閱。
 - (d) 如接管人、經理人、承按人或承押記人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-NM7頁。

接管人或經理人/管有財產的承按人或承押記人詳情更改 (自然人) - 受保護資料 (PI-NM7)

- 11. 在 PI-NM7 頁所填報的香港身分證號碼或護照號碼為受保護資料。PI-NM7 頁及於該 頁內所填報的資料,不會供公眾查閱。
- 12. 請填報屬自然人的接管人、經理人、承按人或承押記人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。

NOTICE OF CHANGE IN PARTICULARS OF RECEIVER, MANAGER OR MORTGAGEE IN POSSESSION OF PROPERTY

For the purposes of section 350(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NM7

Introduction

- 1. If a notice of appointment of receiver or manager (Form M5 / NM5) or a notice of mortgagee entering into possession of property (Form M3 / NM3) has been delivered to the Registrar of Companies (the Registrar) for registration, the receiver, manager, mortgagee or chargee must, within 15 days after the date of any change in his / her / its particulars, deliver a statement of that change in this form to the Registrar for registration.
- 2. Please fill in all particulars and complete all items consistently in either Chinese or English <u>AND</u> in the same language used in the related Form M5 / NM5 or Form M3 / NM3, as the case may be. 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.
- 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 the receiver, manager, mortgagee or chargee (or by his or her authorized representative) named in Section 2 of this form personally. If the mortgagee or chargee is a body corporate, this form must be signed by a director, company secretary or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Particulars Currently Registered with the Companies Registry (Section 2A)

6. (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 —

- 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.

e.g.

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 Numbe

| Full Number (including punctuation marks and symbols) | Partial Number |
|---|----------------|
| ABCD1234567 | ABCD12 |
| ABCD12345678 | ABCD12 |
| ABCD123456789 | ABCD123 |
| ABC-123-4 | ABC1 |
| #A1234567H(*) | A1234 |

- (b) If the receiver, manager, mortgagee or chargee who is a natural person has previously registered the <u>partial 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 <u>**DO NOT**</u> 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) (Section 2B)

- 7. Please state only the <u>new particulars</u> of the receiver, manager, mortgagee or chargee 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.
- Please provide the full address of the receiver, manager, mortgagee or chargee. 'Care of addresses or post office box numbers are not acceptable. If the mortgagee or chargee is a body corporate, please supply the address of the registered or principal office.
- 9. Please provide or update the email address of the receiver, manager, mortgagee or chargee, 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.
- 10. (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 receiver, manager, mortgagee or chargee. Please refer to Note 6 on the details and examples of <u>partial number</u>.
 - b) Please <u>DO NOT</u> 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 receiver, manager, mortgagee or chargee separately on a PI-NM7 sheet. PI-NM7 sheet and the information reported therein are withheld from public inspection.
 - (d) If the receiver, manager, mortgagee or chargee 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-NM7 sheet

Change in Particulars of Receiver or Manager / Mortgagee or Chargee in Possession of Property (Natural Person) - Protected Information (PI-NM7)

- Hong Kong Identity Card number or passport number reported on PI-NM7 sheet is protected information. PI-NM7 sheet and the information reported therein are withheld from public inspection.
- 12. 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 receiver, manager, mortgagee or chargee.



註

法團成立表格 (股份有限公司) Incorporation Form (Company Limited by Shares)

表格 NNC1

| Note | | |
|------|----|--|
| 8 | 1 | 建議採用的公司名稱 Proposed Company Name |
| | | 建議採用的公司英文名稱 Proposed English Company Name |
| | | |
| | | |
| | | |
| | | 建議採用的公司中文名稱 Proposed Chinese Company Name |
| | | |
| | | |
| | | |
| | | |
| 9 | 2 | 公司類別 Type of Company <i>請在週用的空格内加上 ✓ 號 Please tick the relevant box</i> |
| | | □ 私人 Private □ 公眾 Public |
| • | • | |
| • | 3 | 公司在香港的註冊辦事處的建議地址 Proposed Address of the Company's Registered Office in Hong Kong |
| | | |
| | | |
| | | |
| | | |
| | | 香港/HONG KONG |
| | | (本廣不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable) |
| 1 | 4 | 電郵地址 Email Address |
| | | |
| | | |
| 4 | 提交 | 人資料 Presentor's Reference 請勿填寫本欄 For Official Use |
| | 姓名 | Name: |
| | 地址 | Address: |
| | | |
| | | |
| | 電話 | Tel: 傳真 Fax: |
| | | Email: |

檔號 Reference:

② 5 公司組成時的股本及最初的股份持有情况 Share Capital and Initial Shareholdings on the Company's Formation

| Onaio Supitai t | and middle ondi | moianig | o on the company | o i oimation | |
|--|---|----------------|---|---|--|
| 股份的類別 (如普通股/優先股等) Class of Shares (e.g. Ordinary/ Preference etc.) | 建議發行的 股份總數 Total Number of Shares Proposed to be Issued | 貨幣 Currency | 創辦成員認購的 股本線到 Total Amount of Share Capital to be Subscribed by Founder Members | 建議發行的股份的 將要繳付或視為 已繳付的總款額 Total Amount to be Paid Up or to be Regarded as Paid Up on the Shares Proposed to be Issued | 建議發行的股份的 尚未繳付或視為 尚未繳付的總數額 Total Amount to Remain Unpaid or to be Regarded as Unpaid on the Shares Proposed to be Issued |
| | | | (a) | (b) | (a) - (b) |
| | | | | | |
| | | | | | |
| | | | | | |
| 總值 Total | | | | | |
| | | | | | |

⚠ 5A 股份所附帶的權利的詳情 Particulars of Rights Attached to Shares

(只適用於發行超過一類股份的公司 Only applicable to company issuing more than 1 class of shares)

| 股份的類別 (如普遍股/ 優先股等) Class of Shares (e.g. Ordinary/ Preference etc.) | 附帶的權利的鲜情 (包括表決權:在分派股息時參與該項分派的權利: 在分派股本時參與該項分派的權利:該類別股份是否屬可贖回股份等) Particulars of Rights Attached (Including voting rights, rights to participate in a distribution as respects dividends; rights to participate in a distribution as respects capital; whether the shares are redeemable etc.) |
|--|--|
| | |
| | |
| | |
| | |
| | |

| (対 | 『超過兩名創辦成員,請片 | 拍纜頁 A 填報 Use Continuation Sh | ieet A if more than 2 founder r | nembers) | |
|----|------------------------------|---|---------------------------------|-------------------------------|----------------------|
| 1 | 中文姓名/名稱 Name in Chinese | | | | |
| | | | | | |
| | 英文姓名/名稱 Name in English | | | | |
| | | | | | |
| | 地址 Address | | | | |
| | | | | | |
| | | | | | |
| | 國家/地區 Country/Region | | | | |
| | APT 100 44- 1111 -4- | HIM AN ALL ARM PRO | 98 38 L 33 | | M del 🖂 |
| | 認購的股本 | 股份的類別 | | 该成員發行的 股 | |
| | Share Capital to be | (如普通股/優先股等) | | sed to be Issued t | |
| | Subscribed | Class of Shares (e.g. Ordinary / Preference etc.) | 總數 Total Number | 貨幣 Currency | 總軟額 Total Amount |
| | | | | | |
| | | | | | |
| | | | | | |
| | | ***** | | | |
| | | 總值 Total | | | |
| | | | | | |
| 2 | 中文姓名/名稱 Name in Chinese | | | | |
| | | | | | |
| | 英文姓名/名稱 Name in English | | | | |
| | | | | | |
| | 44- LI. | | | | |
| | 地址 Address | | | | |
| | | | | | |
| | | | | | |
| | 國家/地區 Country / Region | | | | |
| | | | | | |
| | 認購的股本 Share Capital to be | 股份的類別 (如普通股/優先股等) | 建議向能 Shares Propos | k成員發行的股 sed to be Issued t | :份數目 o the Member |
| | Subscribed | (如普通股/優先股等) Class of Shares (e.g. Ordinary/Preference etc.) | 總數 Total Number | 貨幣 | 總款額 |
| | | (e.g. Gruinary/ Freierence etc.) | rotal number | Currency | Total Amount |
| | | | | | |
| | | | | | |
| | | | | 1 1 | |

總值 Total

15 7 首任公司秘書 First Company Secretary

自 正公 可修育 1 inst Company Secretary (知趣)—名公司秘書編自然人或法人團體 · 請用續頁 B 填報 Use Continuation Sheet B if more than 1 company secretary is a natural person or a body corporate)
公司秘書(自然人) Company Secretary (Natural Person)

| | | | • | • • | | , | | | | | |
|---|--|-----------|--------------------|-----------|------------|--------------|---------------|-------------|-----------|----------|--------|
| 1 6 | 中文姓名 Name in Chinese | | | | | | | | | | |
| | 英文姓名 Name i | n English | | | | | | | | | |
| | 姓氏 Surname | | | | | | | | | | |
| | 名字 Other Names | | | | | | | | | | |
| | 前用姓名 Previous Names | | | | | | | | | | |
| | 別名 Alias | 中 | 文 Chinese | | | | 英文 | English | | | |
| • | 香港通訊地址 Hong Kong Correspondence Address | 中 | 文 Chinese | | | | 英文 | English | | | |
| | Address | | | | | | | | | | |
| | | 香港/HC | ONG KON (本處不持 | | 游碼 Post | office box n | umbers are | not accepta | ible) | | |
| 1 3 | 電郵地址 Email Address | | | | | | | | | | |
| 19 (須在 PI-NNC1 頁 | 身分識別 Identi (a) 香港身分證 Partial Numbe | | dentity Card | | | | | * | * | * | (*) |
| 填報完整 身分識別號碼 Provide full identification number in PI-NNC1 sheet) | (b) 護照 Passport | | 簽發國家 | /地區 iss | uing Count | try/Region | | 部分號碼 | Partial | Number | |
| a B. | 公司秘書(法/ | (画體) Com | pany Secre | etary (Bo | dy Corp | orate) | | | | | |
| | 中文名稱 Name in Chinese | | | | | | | | | | |
| | 英文名稱 Name in English | | | | | | | | | | |
| 3 | 香港地址 Hong Kong Address | | | | | | | | | | |
| | | | | | | | | | | | |
| | | 香港/HC | ONG KON 「轉交」地址或 | | 碼 'Care of | "addresses | or post offic | e box numb | ers are r | ot accep | table) |
| 18 | 電郵地址 Email Address | | | | | | | | | | |
| | 公司編號 Compa | ny Number | | | | | | | | | |

15 8 首任董事 First Directors

A. 董事(自然人) Director (Natural Person) (物超過一名董事纂自然人・請用練頁 C 填報 Use Continuation Sheet C if more than 1 director is a natural person)

| | , | | | | | | | | . , , | | | |
|------------------------------|--|------------------------|---------------|------------------------|-------------|------------|-----------|-----------|-----------|-------------|--------|--------|
| 22 | 中文姓名 Name in Chinese | | | | | | | | | | | |
| | 英文姓名 Name in | n English | | | | | | | | | | |
| | 姓氏 | | | | | | | | | | | |
| | Surname | | | | | | | | | | | |
| | 名字 Other Names | | | | | | | | | | | |
| | 前用姓名 Previous Names | | | | | | | | | | | |
| | | 中 | 文 Chinese | | | | 英 | 文 Engl | lish | | | |
| 23 | 別名 Alias | | | | | | | | | | | |
| | L | | 文 Chinese | | | | 英 | 文 Engl | lish | | | |
| | 通訊地址 | | | | | | | | | | | |
| (須在 PI-NNC1 頁 | Correspondence Address | | | | | | | | | | | |
| 填報董事 通常住址 Provide | | | | | | | | | | | | |
| director's usual residential | 國家/地區「 | | | | | | | | | | | |
| address in PI-NNC1 sheet) | Country / Region | | | | | | | | | | | |
| 1 I-WWO1 SHEEL) | | | (本處不在 | 接納郵政信 | 箱號碼 Post | office box | numbers a | are not a | cceptable |) | | |
| 24 | 電郵地址 Email Address | | | | | | | | | | | |
| 25 | 身分識別 Identif | | | | | | | | | | | |
| (須在 PI-NNC1 頁 | Partial Number | | Identity Card | | | | | | * | * | * | (*) |
| 填報完整 身分識別號碼 | (b) 護照 | | | | | | | | | | | |
| Provide full identification | Passport | | 簽發國家 | ∕-141-118 * les | suina Count | n/ Pegion | | M7 // | 號碼 Pa | rtial Nu | ımhor | |
| number in PI-NNC1 sheet) | | | 東敦幽冰/ | / AL DE 13- | suing Count | y/ Region | | BP 73 | 307,100 | ii tiai ivt | IIIDEI | |
| 27 | 提示 Advisory Note | | | | | | | | | | | |
| | 所有公司董事均應閱讀公司註冊處編製的(董事責任指引),並熟悉該指引所概述的董事一般責任。 All directors of the company are advised to read 'A Guide on Directors' Dutles' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. | | | | | | | | | | | |
| 28 | 出任董事職位同意書 Consent to Act as Director 請在頒用的空格內加上 ✓ 號 Please tick the relevant box | | | | | | | | | | | |
| | 本人同意在公司成立為法團時擔任其董事,並確認本人已年滿 18 歲。 | | | | | | | | | | | |
| | | to be a dire | | | | | | | | at I ha | ive at | tained |
| | 簽署 Signe | ed : | | | | | | | | | | |
| | The Conse | 職位同意書 ent to Act as | s Director v | vill be d | | | | | | 15 da | ys aft | er the |

| 15 | 8 | 首任董事 | First Directors | (續上頁 cont'd) |
|----|---|------|-----------------|--------------|
|----|---|------|-----------------|--------------|

| В. | | 🐧) Director (Body Corporate) 去人團體 · 請用續頁 D 填報 Use Continuation Sheet D if more than 1 director is a body corporate) |
|----|-------------------------|---|
| | 中文名稱 Name in Chinese | |
| | | |
| | 英文名稱 Name in English | |
| _ | | |
| 26 | 地址 Address | |
| | | |
| | | |
| | 國家/地區 | |
| | Country / Region | n] 《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) |
| 24 | 電郵地址 | |
| | Email Address | |
| | 公司編號 Compa (只適用於在香港註 | ny Number ##的注人團體 Only applicable to body corporate registered in Hong Kong) |
| 27 | | 提示 Advisory Note |
| | All directors | 事均應閱讀公司註冊處編製的(董事實任指引),並熟悉該指引所概述的董事一般責任。 s of the company are advised to read 'A Guide on Directors' Duties' published by the Registry and acquaint themselves with the general duties of directors outlined in the Guide. |
| 28 | | 同意書 Consent to Act as Director ロ上 イ 並 Please tick the relevant box |
| | I, being | 上述法人團體授權確認上述法人團體同意在公司成立為法團時擔任其董事。 authorized by the above body corporate, confirm that the body corporate consents to ector of this company on its incorporation. |
| | 簽署 Sig | ned : |
| | The Con | 事職位同意書會於公司成立為法團的日期後 15 日內交付登記。 sent to Act as Director will be delivered for registration not later than 15 days after the ncorporation of the company. |

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

第六頁 Page 6

本人現核證 I certify that:

(a) 本人為公司的創辦成員或獲其授權人士(如創辦成員為法人團體)並獲其他創辦成員(如有的紙)授權答署本表格。

I am a founder member of this company or an authorized person of a founder member, which is a body corporate (if applicable) and am authorized by the other founder members (if any) to sign this incorporation form.

- (b) 名列本表格内的每一名屬自然人的公司秘書通常居於香港。 Each of the company secretaries named in this form who is a natural person ordinarily resides in Hone Kond.
- (c) 名列本表格內但未簽署「出任董事職位同意書」的每一名董事已同意在公司成立為法團時擔任其董事,每一名屬自然人的董事並且已年滿 18 歲。

Each of the directors named in this form who has not signed the 'Consent to Act as Director' has consented to be a director of this company on its incorporation and each director who is a natural person has attained the age of 18 years.

(d) 所有創辦成員已為《公司條例》第67(1)(a)條的目的而簽署公司的章程細則,並確認連同本表格交付的公司章程細則的文本的內容,與由所有創辦成員簽署的該等章程細則的內容相同。

The company's articles have been signed by all founder members for the purposes of section 67(1)(a) of the Companies Ordinance. The contents of the copy of the company's articles delivered together with this form are the same as those of the articles signed by all founder members.

(e) 本表格所載的資料、陳述及詳情均屬準確,並與公司的章程細則內的資料、陳述及詳情 相符。

The information, statements and particulars contained in this form are accurate and consistent with those contained in the company's articles.

(f) 公司已遵守《公司條例》中就有關公司註冊的所有規定。 All the requirements of the Companies Ordinance in respect of the registration of the company

本表格包括下列續盲 / PI-NNC1 盲 This Form includes the following Continuation Sheet(s) / PI-NNC1 Sheet(s)

| 續頁 Continuation Sheet(s) | Α | В | С | D | PI-NNC1 (<u>不會</u> 供公眾查閱 <u>NOT</u> for Public Inspectio | |
|--------------------------|---|---|---|---|---|--|
| 頁數 Number of pages | | | | | 頁數 Number of pages | |
| | | | | | | |
| | | | | | | |

| 簽署 | Signed: | | | |
|----|---------|---------------------|-----------|-------------------|
| 姓名 | Name : | 創辦成員 Founder Member | 日期 Date : | 日DD / 月MM / 年YYYY |

have been complied with.

續頁 A Continuation Sheet A

| orm INING | • | | | |
|------------------------------|---|--------------------|----------------------------------|-------------------------|
| 前辦成員詳情 (9 | 第 6 項) Details of Found | er Members (S | ection 6) | |
| 中文姓名/名稱 Name in Chinese | | | | |
| 英文姓名/名稱 Name in English | | | | |
| Nume in English | | | | |
| 地址 Address | | | | |
| 國家/地區 | | | | |
| Country / Region | | | | |
| 認購的股本 Share Capital to be | 股份的類別 (如普通股/優先股等) | | 議向該成員發行的 Proposed to be Issue | |
| Subscribed | Class of Shares | 總數 | 貨幣 | 總款額 |
| | (e.g. Ordinary / Preference etc.) | Total Number | Currency | Total Amount |
| | | | | |
| | 總值 Total | | | |
| 中文姓名/名稱 Name in Chinese | | | | |
| 英文姓名/名稱 Name in English | | | | |
| | | | | |
| 地址 Address | | | | |
| | | | | |
| 國家/地區 Country/Region | | | | |
| 認購的股本 Share Capital to be | 股份的類別 (如普通股/優先股等) | 建 Shares | 議向該成員發行的 Proposed to be Issue | 股份數目 d to the Member |
| Subscribed | Class of Shares (e.g. Ordinary / Preference etc.) | 總數 Total Number | 貨幣 Currency | 總款額 Total Amount |
| | | | | |
| | | | | |
| | | | | |

續頁 B Continuation Sheet B

| 田 直任 | E公司秘書評′ | <u>清(第7項) Details of Fir</u> | st Company Secretary (| (Section 7) |
|---|--|---|-----------------------------------|--------------------------------------|
| A. | 公司秘書(自然 | 然人) Company Secretary (Natu | ral Person) | |
| 16 | 中文姓名 Name in Chinese | | | |
| | 英文姓名 Name in | n English | | |
| | 姓氏 Surname | | | |
| | 名字 Other Names | | | |
| | 前用姓名 Previous Names | | | . |
| | 別名 Alias | 中文 Chinese | 央: | 文 English |
| • | 香港通訊地址 Hong Kong Correspondence Address | 中文 Chinese | 英. | 文 English |
| | Address | | | |
| | | 香港 / HONG KONG | -Aristida visi | |
| 18 | 電郵地址 | (| 箱號碼 Post office box numbers ar | те пот ассертавле) |
| • | Email Address | | | |
| 19 須在 PI-NNC1 頁 | 身分識別 Ident (a) 香港身分證 Partial Number | | | * * * (*) |
| 真報完整 守分識別號碼 Provide full dentification | (b) 護照 Passport | | | |
| umber in PI-NNC1 sheet) B. | 公司秘書(法/ | 秦 贺國 家/地區 ^{IS} 【團體)Company Secretary (Bo | esuing Country / Region | 部分號碼 Partial Number |
| | 中文名稱 Name in Chinese | | | |
| | 英文名稱 Name in English | | | |
| a | 香港地址 Hong Kong | | | |
| | Address | | | |
| | | | | |
| | | 香港/HONG KONG | | |
| | | (本處不接納「轉交」地址或郵政信箱號 | 完碼 'Care of' addresses or post of | fice box numbers are not acceptable) |
| 18 | 電郵地址 Email Address | | | |
| | 公司編號 Compa | ny Number | | |
| | | | | 1 |

| 15 | 首任董事(自 | <u>然人)詳情 (第 8A 項) Details of First Directors (Natural Person) (Section 8A)</u> | | | | | | |
|---|--|---|---|--|--|--|--|--|
| 2 | 中文姓名 Name in Chinese | | | | | | | |
| | 英文姓名 Name i | in English | | | | | | |
| | 姓氏 Surname | | | | | | | |
| | 名字 Other Names | | | | | | | |
| | 前用姓名 Previous Names | | | | | | | |
| | 別名 | 中文 Chinese | 英文 English | | | | | |
| | Alias | dish Obiasa | What Factor | | | | | |
| | 通訊地址 | 中文 Chinese | 英文 English | | | | | |
| 23 (須在 PI-NNC1 百 | Correspondence Address | | | | | | | |
| 填報董事 通常住址 | | | | | | | | |
| Provide director's usual | | | | | | | | |
| residential address in PI-NNC1 sheet) | 國家/地區 Country / Region | | | | | | | |
| | | (本處不接納郵道 | 政信箱號碼 Post office box numbers are not acceptable) | | | | | |
| 24 | 電郵地址 Email Address | | | | | | | |
| 25 | 身分識別 Identi | | | | | | | |
| (須在 PI-NNC1 頁 填報完整 | (a) 香港身分證章 Partial Numbe | 部分號碼 er of Hong Kong Identity Card | * * * (*) | | | | | |
| 身分識別號碼 Provide full | (b) 護照 Passport | | | | | | | |
| identification number in PI-NNC1 sheet) | | 簽發圖家/地區 Issuing Country/Region <u>部分號碼</u> Partial Number | | | | | | |
| 27 | | 1 | 是示 Advisory Note | | | | | |
| | All directors | ip 的應閱懷公司註冊處編製的《董事責任指引》,並熟悉該指引所概述的董事一般責任。 of the company are advised to read 'A Guide on Directors' Duties' published by the legistry and acquaint themselves with the general duties of directors outlined in the Guide. | | | | | | |
| 28 | | 白任董事職位同意書 Consent to Act as Director 存在週用的空格内加上 ✓ 號 Please tick the relevant box | | | | | | |
| | I consent t | 意在公司成立為法團時擔任其董事,並確認本人已年滿 18 歲。 t to be a director of the company on its incorporation and confirm that I have attained of 18 years. | | | | | | |
| | 簽署 Signed | : | | | | | | |
| | □ 出任董事職位同意書會於公司成立為法團的日期後 15 日內交付登記。 The Consent to Act as Director will be delivered for registration not later than 15 days after th date of incorporation of the company. | | | | | | | |

續頁 D Continuation Sheet D

| 15 | 首任董事(法 | 人團體)詳情 (第8B項) | Details of First Director | s (Body Corporate) (Section 8B) |
|----|---------------------------|--|--|---|
| | 董事(法人團體 |) Director (Body Corporate) | | |
| | 中文名稱 Name in Chinese | | | |
| | 英文名稱 Name in English | | | |
| 26 | 地址 Address | | | |
| | | | | |
| | 國家/地區 Country / Region | (本處不接納「鰊交」批址或郵政(| 言箱號碼 'Care of' addresses or po | st office box numbers are not acceptable) |
| 24 | 電郵地址 Email Address | (FORTISHT FOX) COMMERCE | 3182000 | |
| | 公司編號 Compai | ny Number | | |
| | | - 時的法人團體 Only applicable to body co | rporate registered in Hong Kong) | |
| • | | | | |
| 27 | All direct | 董事均應閱讀公司註冊處編製的 | d to read 'A Guide on Dire | 該指引所概述的董事一般責任。 ctors' Duties' published by the directors outlined in the Guide. |
| 28 | | 同意書 Consent to Act as Dir 止 ✓ 號 Please tick the relevant box | ector | |
| | I, being a | - 述法人團體授權確認上述: luthorized by the above body of this company on its incorpo | corporate, confirm that the | 為法團時擔任其董事。 body corporate consents to be a |
| | 簽署 Sign | 法人 | ■體的董事/公司秘書/獲 y Secretary/Authorized Persor | |
| | The Con | I職位同意書會於公司成立 sent to Act as Director will be oration of the company. | | 交付登記。 ot later than 15 days after the date |
| | *請刪去不適用者 De | lete whichever does not apply | | |

PI-NNC1

建議採用的公司英文或中文名稱 Proposed English OR Chinese Company Name 首任公司秘書/董事(自然人) - 受保護資料 First Company Secretary / Director (Natural Person) -Protected Information 公眾紀錄不會顯示此頁 This page will not be shown on the public record 請於本頁申報首任公司秘書的香港身分證或護照的完整號碼。 The full number of Hong Kong Identity Card or passport of the first company secretary should be reported on this page. 請於本頁申報首任董事的香港身分證或護照的完整號碼及通常住址。 The full number of Hong Kong Identity Card or passport and usual residential address of the first director should be reported on this page. (每一頁 PI-NNC1 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-NNC1 頁填報。 Each PI-NNC1 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-NNC1 sheet(s).) 請在適用的空格內加 F ✓ 號 Please tick the relevant box(es) 身分 公司秘書 董事 Capacity Company Secretary Director 22 中文姓名 Name in Chinese 英文姓名 姓氏 Name in English Surname Other Names 動身分識別 Identification (a) 香港身分證(完整號碼) () Hong Kong Identity Card (Full Number) 簽發國家/地區 Passport Issuing Country / Region Full Number 3 董事的 通常住址 Usual Residential Address of Director



國家/地區 Country/Region

請勿覆蓋此頁內的條碼

DO NOT COVER THE BARCODES ON THIS PAGE

(交付表格 NNC1 時 · 講將所有 PI-NNC1 更重於最後 • Please place all PI-NNC1 sheets at the end when delivering the Form NNC1.)



(公司條例) (香港法例第 622 章) 第 67(1)(b)條規定交付的

法團成立表格 (股份有限公司)

填表須知 — 表格 NNC1

附註

引言

- 本表格是用以向公司註冊處處長(「處長」)申請成立一間具法團地位的股份有限公司,並必須達同公司的章程細則的文本一併交付。
- 2. 根據《商業登記條例》(香港法例第 310 章) 第 5A(1) 及 5D(2) 條的規定,提出成立法團的申請人須把「致商業登記署通知書」(IRBR1)和訂明的商業登記費及徽費連同本表格一併交付,否則公司註冊處不會接納其申請。
- 請劃一以中文或英文填報各項所需資料。如以中文填報,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。公司註冊處會以傳真方式通知提交人親身領取「公司註冊證明書」及「商業登記證」。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註冊費用一併交付,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)資料小冊子及(商業登記費及徵費收費表)。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。

答署

7. 本表格必須由一名名列本表格內的創辦成員簽署並核證第9項「創辦成員陳述書」內的各項陳述。如創辦成員屬法人團體,本表格必須由該法人團體的董事、公司秘書或獲該法人團體授權的人士簽署。公司註冊處不接納未簽妥的表格。

建議採用的公司名稱 (第 1 項)

- 8. (a)公司名稱可用英文或中文註冊。公司亦可同時註冊一個英文名稱和一個中文名稱。有關擬訂公司名稱須注意的事項,請參閱《香港公司名稱註冊指引》。
 - (b) 在本項填報的建議採用的公司名稱,必須與《公司條例》第81條所規定的公司章程細則的2個條款所述的公司名稱相同。如建議採用的公司名稱有任何錯誤,公司註冊處可拒絕該註冊成立公司的申請,而所繳交的存放文件費用亦不會獲得退還。

公司類別 (第2項)

9. 如公司的章程細則限制成員轉讓股份的權利、將成員最高人數限於50人及禁止邀請公眾人 士認購該公司的任何股份或債權證:而公司亦不屬擔保有限公司,該公司即屬「私人公司」。如公司既不屬私人公司亦不屬擔保有限公司,則公司即屬「公眾公司」。如有需要, 請就選擇合適的公司類別尋求獨立的法律意見。

公司在香港的註冊辦事處的建議地址 (第 3 項)

10. 請在本項填報公司在香港的註冊辦事處的建議地址的詳細地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。建議的地址須自公司成立為法團的日期起,作為其註冊辦事處地址,直至公司根據《公司條例》第658(3)條向處長交付有關該地址的更改通知書(表格NR1)為止。

電郵地址 (第4項)

11. 請提供公司的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改,請以表格 NR1 通知公司註冊處。

公司組成時的股本及最初的股份持有情況 (第5項)

12. 股份有限公司必須填報其組成時的股本及最初的股份持有情況。以下例子只供參考。

例: 甲乙丙有限公司建議在組成時發行 10,000 股普通股,而創辦成員將會認購的股本 總額為 20,000 元,將會繳付或視為已繳付的款額為 10,000 元。

| 股份的類別 (如普通股/優先股等) Class of Shares (e.g. Ordinary/ Preference etc.) | 建議發行的 股份總數 Total Number of Shares Proposed to be Issued | 貨幣 Currency | 創辦成員認購的 股本總額 Total Amount of Share Capital to be Subscribed by Founder Members | 建議發行的股份的 將要繳付或視為 已繳付的總款額 Total Amount to be Paid Up or to be Regarded as Paid Up on the Shares Proposed to be Issued (b) | 建議發行的股份的 尚未繳付可。視為 尚未繳付的總數額 Total Amount to Remain Unpaid or to be Regarded as Unpaid on the Shares Proposed to be Issued (a) – (b) |
|--|---|----------------|---|--|--|
| 普通股 | 10,000 | 港元 | 20,000 | 10,000 | 10,000 |
| | | | | | |
| | | | | | |
| 總值 Total 10,000 | | 港元 | 20,000 | 10,000 | 10,000 |
| | 10,000 | | | | |

股份所附帶的權利的詳情 (第 5A 項)

- 13. 如公司的股本分為不同類別的股份,請就每一類股份述明該類別股份一
 - (a) 所附帶的表決權的詳情,包括只在某些情況下產生的權利;
 - (b) 所附帶的、在分派股息時參與該項分派的權利的詳情;
 - (c) 所附帶的、在分派股本時(包括清盤時進行的分派)參與該項分派的權利的詳情;及
 - (d) 是否屬可贖回股份。

創辦成員 (第6項)

14. 請填報每名創辦成員的資料、公司建議在其組成時向該成員發行的股份數目,及該成員將會在該公司組成時認購的股本總額。

首任公司秘書及董事 (第7及8項)

- 15. (a) 公司的首任公司秘書及董事的詳情,必須在本表格第7、8項及 PI-NNC1 頁內填報。
 - (b)每間在香港成立為法團的私人公司必須有一名公司秘書及最少一名屬自然人的董事,公司秘書職位不得同時由公司的唯一董事兼任。只有一名董事的私人公司不得委任一個以該董事為唯一董事的法人團體作為公司秘書。
 - (c)每間在香港成立為法團的公眾公司必須有一名公司秘書及最少兩名董事,公司秘書職位可由其中一名董事兼任。法人團體不穩出任公眾公司的董事。

首任公司秘書 (第7A及7B項)

- 16.屬自然人的公司秘書的姓名,必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人,則必須與其護照上所載的姓名一致。
- 17. 如公司秘書屬自然人,必須通常居於香港,但只須填報其在香港的通訊地址。本處不接納 非香港批址或郵政信箱號碼。
- 18. 請提供公司秘書的電郵地址(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 ND2B 通知公司註冊處。
- 19. (a) 只須填報公司秘書的香港身分證的 <u>部分號碼</u>。如該人並非香港身分證持有人,請提供 其所持護照的 <u>部分號碼</u>及簽發國家/地區。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

| 8年 3年 3年 3年 | | | | |
|-----------------------|---------|--|--|--|
| 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) **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-NNC1 頁內填報公司秘書完整的香港身分證號碼或護照號碼。PI-NNC1 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-NNC1 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-NNC1 頁填報。

- (d) 如公司秘書並非香港身分證持有人,亦沒有任何護照,則請在有關的空格內填上 「無」,亦無需提交 PI-NNC1頁。
- 20. 如某商號的所有合夥人為公司的聯名秘書,請在供公司秘書(法人團體)填報的空格內(第7B項)填報商號名稱及其在查費的主要辦事處的地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。
- 21. 如公司秘書屬法人團體,請註明其在查測的註冊辦事處或主要辦事處的地址。本處不接納 非香港地址、「轉交」地址或郵政信箱號碼。

首仟薈事 (第8A及8B項)

- 22. 屬自然人的董事的姓名,必須與其香港身分證上所載的姓名一致。如該人並非香港身分證 持有人,則必須與其護照上所載的姓名一致。
- 23. 請填報屬自然人的董事的<u>通訊地址</u>。如屬非香港地址,請同時填報「國家/地區」一欄。 本處不接納郵政信箱號碼。

請另外於 PI-NNC1 頁內填報董事的 <u>**通常住址</u>。PI-NNC1** 頁及於該頁內所填報的資料,不會供公眾查閱。</u>

每一頁 PI-NNC1 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-NNC1 頁填報。

- 24. 請提供董事的電郵地址(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 ND2B 通知公司註冊處。
- 25. (a)請填報屬自然人的董事的香港身分證的<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>部分號碼</u>的詳情及例子,請參閱附註19。
 - (b) 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。
 - (c) 請另外於 PI-NNC1 頁內填報董事完整的香港身分證號碼或護照號碼。PI-NNC1 頁及於 該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-NNC1 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-NNC1 頁填報。

- (d) 如董事並非香港身分證持有人,亦沒有任何護照,則請在有關的空格內填上「無」。
- 26. 如董事屬法人團體,請註明其註冊辦事處或主要辦事處的地址。如屬非香港地址,請同時 填報「國家/地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。
- 27. 所有公司董事均應閱讀公司註冊處編製的《董事責任指引》,並熟悉該指引所概述的董事一般責任。公司應把該指引發給董事參考。該指引可於公司註冊處網頁(www.cr.gov.hk) 閱覽或下載,印文本亦可於香港金鐘道 66 號金鐘道政府合署 13 和 14 樓公司註冊處的詢問處索取。
- 28. 每一名董事均須作出陳述,同意在公司成立為法團時擔任其董事。董事可以在本表格的「出任董事職位同意書」上簽署,或在公司成立為法團的日期後 15 日內向處長交付已填妥及簽署的表格 NNC3 一「出任首任董事職位同意書」。如董事屬法人團體,同意書必須由該法人團體的董事、公司秘書或德該法人團體榜權的人士簽署。

首任公司秘書/董事(自然人) - 受保護資料 (PI-NNC1)

29. 在 PI-NNC1 頁所填報的香港身分證號碼或護照號碼及通常住址為受保護資料。 PI-NNC1 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-NNC1 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-NNC1 頁填報。

- 30. 請填報公司秘書或董事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 填報其所持護照的完整號碼及簽發國家/地區。如該董事沒持有香港身分證或任何護 照,請在有關的空格內填上「無」。如該公司秘書沒持有香港身分證或任何護照,則無 需提交 PI-NNC1頁。
- 31. 請填報董事的通常住址,如屬非香港地址,請同時申報「國家/地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。公司秘書無需填報其通常住址。

INCORPORATION FORM (COMPANY LIMITED BY SHARES)

For the purposes of section 67(1)(b) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NNC1

Introduction

- This form should be used for applying to the Registrar of Companies (the Registrar) for incorporation of a company limited by shares and must be accompanied by a copy of the company's articles.
- According to sections 5A(1) and 5D(2) of the Business Registration Ordinance (Cap. 310), an applicant
 for company incorporation must deliver a Notice to Business Registration Office (IRBR1) and the
 prescribed business registration fee and levy together with this form. Otherwise, the application
 will be rejected by the Companies Registry.
- 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. The Companies Registry will notify the presentor by fax to collect the Certificate of Incorporation and Business Registration Certificate in person. A written authorization will be required if the presentor sends a representative to collect the certificates.
- 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 registration 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' and the 'Business Registration Fee and Levy Table' 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. A founder member named in this form must sign this form and <u>certify the statements made in the Statement of Founder Member in Section 9.</u> If the founder member is a body corporate, this form must be signed by a director, the company secretary of the body corporate or an authorized person acting on its behalf. A form which is not properly signed will be rejected by the Companies Registry.

Proposed Company Name (Section 1)

- 8. (a) A company name may be in English or in Chinese. A company may also adopt both an English name and a Chinese name. Please refer to the 'Guideline on Registration of Company Names for Hong Kong Companies' for the points to note when choosing a company name.
 - (b) The company name(s) stated in this Section should be identical to the name(s) stated in the <u>Name Clause</u> of the articles of the company as required under section 81 of the Companies Ordinance. An application for incorporation with errors in the proposed company name(s) may be rejected by the Companies Registry and the lodgement fee paid will not be refunded.

Type of Company (Section 2)

9. A company is a 'private company' if its articles restrict a member's right to transfer shares, limit the number of members to 50, and prohibit any invitation to the public to subscribe for any shares or debentures of the company; and it is not a company limited by guarantee. A company is a 'public company' if it is not a private company and not a company limited by guarantee. Please seek independent legal advice on the choice of an appropriate type of company, if necessary.

Proposed Address of the Company's Registered Office in Hong Kong (Section 3)

10. The full proposed address of the company's registered office in Hong Kong must be stated in this Section. Non-Hong Kong addresses, 'care of addresses or post office box numbers are not acceptable. The proposed address shall be the address of the company's registered office with effect from the date of its incorporation until a notice of change in respect of the address in Form NR1 is delivered to the Registrar under section 658(3) of the Companies Ordinance.

Email Address (Section 4)

Please provide the email address of the company, if any, to facilitate electronic communication. If there
are any subsequent changes in the email address, please notify the Companies Registry by completing
Form NR1.

Share Capital and Initial Shareholdings on the Company's Formation (Section 5)

- A company limited by shares must state the details of the share capital and initial shareholdings on its formation. An example is provided below for reference only.
 - e.g. ABC Company Limited proposes to issue 10,000 ordinary shares on its formation. The total amount of the share capital to be a subscribed by the founder members is HKD20,000, of which the amount to be paid up or to be regarded as paid up will be HKD10,000.

| 股份的類別 (如普通股/優先股等) Class of Shares (e.g. Ordinary/ Preference etc.) | 建議發行的 股份總數 Total Number of Shares Proposed to be Issued | 貨幣 Currency | 創辦成員認購的 股本總額 Total Amount of Share Capital to be Subscribed by Founder Members | Regarded as Paid Up on the Shares | 建議發行的股份的 尚未繳付的總款額 Total Amount to Remain Unpaid or to be Regarded as Unpaid on the Shares Proposed to be Issued (a) – (b) |
|--|---|----------------|---|--------------------------------------|--|
| Ordinary | nary 10,000 HKD 20,000 | | 10,000 | 10,000 | |
| | | | | | |
| | | | | | |
| 總值 Total | | | 20,000 | 10,000 | 10,000 |
| | 10,000 | | | | |

Particulars of Rights Attached to Shares (Section 5A)

- 13. If the share capital of the company is to be divided into different classes of shares, please state for each class of shares
 - (a) the particulars of any voting rights attached to shares in that class, including rights that arise only in certain circumstances:
 - (b) the particulars of any rights attached to shares in that class, as respects dividends, to participate in a distribution:
 - (c) the particulars of any rights attached to shares in that class, as respects capital, to participate in a distribution (including on a winding up); and
 - (d) whether or not shares in that class are redeemable shares.

Founder Members (Section 6)

14. Please provide the details of each founder member, the number of shares that the company proposes to issue to the member and the total amount of share capital to be subscribed by the member on the company's formation.

First Company Secretary and Directors (Sections 7 and 8)

- **15.** (a) The details of the first company secretary and directors must be reported in Sections 7, 8 and PI-NNC1 sheet of this form.
 - (b) Every private company incorporated in Hong Kong must have a company secretary and at least one director who is a natural person. The sole director of a private company must <u>not</u> also be the company secretary. A private company having only one director must <u>not</u> have a body corporate as its company secretary the sole director of which is the sole director of the private company.
 - (c) Every public company incorporated in Hong Kong must have a company secretary and at least two directors, one of whom may be the company secretary. A body corporate must <u>not</u> be a director of a public company.

First Company Secretary (Sections 7A and 7B)

- 16. The name of the company secretary who is a natural person must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.
- 17. If the company secretary is a natural person, he or she must ordinarily reside in Hong Kong, but he or she is only required to provide the <u>correspondence address in Hong Kong</u>. Non-Hong Kong addresses or post office box numbers are not acceptable.
- 18. Please provide the email address of the company secretary, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form ND2B.
- 19. (a) Only the <u>partial number</u> of the Hong Kong Identity Card of the company secretary or, in the absence of a Hong Kong Identity Card, the <u>partial number</u> and issuing country/region of the passport of the company secretary is required. Please provide the partial number according to the description of "Partial number" below:

Partial number means —

- 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.

e.g.

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) 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 company secretary separately on a PI-NNC1 sheet. PI-NNC1 sheet and the information reported therein are withheld from public inspection.
 - Each PI-NNC1 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-NNC1 sheet(s).
- (d) If the company secretary holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NNC1 sheet.
- 20. If all the partners in a firm are joint company secretaries of the company, please state the name of the firm and the address of its principal office in <u>Hong Kong</u> in the boxes provided for Company Secretary (Body Corporate) (Section 7B). Non-Hong Kong addresses, 'care of addresses or post office box numbers are not acceptable.
- 21. If the company secretary is a body corporate, the address of its registered or principal office in <u>Hong Kong</u> should be given. Non-Hong Kong addresses, 'care of addresses or post office box numbers are not acceptable.

First Directors (Sections 8A and 8B)

- 22. The name of director who is a natural person must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.
- 23. Please provide the <u>correspondence address</u> of a director who is a natural person. If a non-Hong Kong address is given, please also complete the box for 'Country/ Region'. Post office box numbers are not acceptable.
 - Please report the <u>usual residential address</u> of the director separately on a PI-NNC1 sheet. PI-NNC1 sheet and the information reported therein are withheld from public inspection.
 - Each PI-NNC1 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-NNC1 sheet(s).
- 24. Please provide the email address of the director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form ND2B.
- 25. (a) Please provide the <u>partial number</u> of the Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the <u>partial number</u> and issuing country/region of the passport of the director who is a natural person. Please refer to Note 19 on the details and examples of <u>partial number</u>.
 - (b) Please <u>DO NOT</u> 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 director separately on a PI-NNC1 sheet. PI-NNC1 sheet and the information reported therein are withheld from public inspection.
 - Each PI-NNC1 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-NNC1 sheet(s).
 - (d) If the director holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.
- 26. If the director is a body corporate, the address of its registered or principal office should be given. If a non-Hong Kong address is given, please also complete the box for 'Country / Region'. 'Care of addresses or post office box numbers are not acceptable.

- 27. All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. Companies should provide copies of the Guide to their directors for information and reference. The Guide is accessible on the Companies Registry's website (www.cr.gov.hk). Hard copies are also available at the information counters of the Companies Registry on the 13th and 14th floors of the Queensway Government Offices, 66 Queensway, Hong Kong.
- 28. Every director shall make a statement that he or she has consented to be a director of the company on the company's formation. A director may sign the 'Consent to Act as Director' in this form or complete and sign Form NNC3 Consent to Act as First Director, which must be delivered to the Registrar not later than 15 days after the date of incorporation of the company. If the director is a body corporate, the statement must be signed by a director, the company secretary of the body corporate or an authorized person acting on its behalf.

First Company Secretary / Director (Natural Person) - Protected Information (PI- NNC1)

- 29. Hong Kong Identity Card number or passport number and usual residential address reported on PI-NNC1 sheet are protected information. PI-NNC1 sheet and the information reported therein are withheld from public inspection.
 - Each PI-NNC1 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-NNC1 sheet(s).
- 30. Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the full number and issuing country/region of the passport of the company secretary or director. If the director holds neither a Hong Kong Identity Card nor a passport, please state 'Nii' in the boxes provided. If the company secretary holds neither a Hong Kong Identity Card nor a passport, there is no need to submit a PI-NNC1 sheet.
- 31. Please state the usual residential address of the director. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. 'Care of addresses or post office box numbers are not acceptable. A company secretary is not required to report such information.



法團成立表格 (股份有限公司以外的公司) Incorporation Form

Incorporation Form (Company Not Limited by Shares)

表格 NNC1G

| E 1 | Note | | | | | | | |
|-----|------|---|--------|---------|--|--------------|-------------------------|--|
| (| 8 | 1 | 建議 | 採用的 | 的公司名稱 Proposed Co | mpany N | lame | |
| | | | 建議 | 採用的 | 的公司英文名稱 Proposed I | English C | ompany Name | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | 建議 | 採用的 | 的公司中文名稱 Proposed (| Chinese C | ompany Name | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| (| 9 | 2 | 公司 | 類別 | Type of Company | | | |
| | | | 請在差 | 用的空格 | 各内加上 ✓ 號 Please tick the relevan | nt box | | |
| | | | Α. | П | 無股本的擔保有限公司 | | | |
| | | | | ш | a company limited by guaran | tee withou | t a share capital | |
| | | | | _ | | | | |
| | | | В. | Ш | 有股本的公眾無限公司 a public unlimited company w | vith a shar | e canital | |
| | | | | | a pasiis aiiiiiiiisa seinpaiiy ii | riar a oriar | o dapital | |
| | | | C. | | 有股本的私人無限公司 | | | |
| | | | | | a private unlimited company | with a sha | re capital | |
| 4 | • | 3 | 場 な 人: | 容松 Pi | resentor's Reference | | 請勿填寫本欄 For Official Use | |
| • | | 4 | 生名 Na | ime: | | | m4 52 55 mg -1- mg | |
| | | t | 地址 Ad | ldress: | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | 1 | 電話 Te | d: | 傳真 Fax: | | | |
| | | 1 | 電郵 En | nail: | | | | |

檔號 Reference:

| U 3 | 公司任首格的武而辦事處的是職地址 Proposed Address of the Company's Regi | stered Office in H | ong Kor | ng | | | | |
|------------|--|-----------------------------|------------|-------------------------|--|--|--|--|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | 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 offic | e box numb | ers are not acceptable) | | | | |
| ① 4 | 電郵地址 Email Address | | | | | | | |
| | | | | | | | | |
| 5 | 擔保有限公司的成員人數及成員的法律 Number and Liability of Members of a Con | | Guarant | ee | | | | |
| 12 | 公司建議註冊的成員人數 Number of members with which the company prop | poses to register | | | | | | |
| 13 | 每名屬公司的成員的人均承諾,為《公司條例》第 84(2)(a)、(b)及(c)條的目的,若公司在該人是公司的成員期間清盤,或在該人不再是公司的成員之後的一年內清盤,該人會分擔支付該人須付的一筆不超過下述款額的款額,作為公司的資產。 Each person who is a member of the company undertakes that if the company is wound up while the person is a member of the company, or within one year after the person ceases to be such a member, the person will contribute an amount required of the person, not exceeding the amount stated below, to the company's assets for the purposes of section 84(2)(a), (b) and (c) of the Companies Ordinance. | | | | | | | |
| | 成員類別 Class of Members | 貨幣 Currency | | 軟額 Amount | | | | |
| | | | | | | | | |

公司組成時的股本及最初的股份持有情況

Share Capital and Initial Shareholdings on the Company's Formation (只適用於有限本的無限公司 Only applicable to <u>Unlimited Company with a Share Capital</u>)

| (2 TABLE PARTY PARTY | MAI - 7 7 | | oa oompany man a onaro | | |
|--|---|----------------|---|---|---|
| 股份的類別 (如普通股/優先股等) Class of Shares (e.g. Ordinary/ Preference etc.) | 建議發行的 股份總數 Total Number of Shares Proposed to be Issued | 貨幣 Currency | 創辦成員認購的 股本總額 Total Amount of Share Capital to be Subscribed by Founder Members | 建議發行的股份的 將要繳付或視為 已繳付的總款額 Total Amount to be Paid Up or to be Regarded as Paid Up on the Shares Proposed to be Issued | 建議發行的股份的 尚未繳付的總款額 Total Amount to Remain Unpaid or to be Regarded as Unpaid on the Shares Proposed to be Issued |
| | | | (a) | (b) | (a) - (b) |
| | | | | | |
| | | | | | |
| | | | | | |
| 總值 Total | | | | | |
| | | | | | |

₲ 6A 股份所附帶的權利的詳情 Particulars of Rights Attached to Shares

| (只適用於發行起 | 隨一類股份的無限公司 Only applicable to unlimited company issuing more than 1 class of shares) |
|--|---|
| 股份的類別 (如普通股/ 優先股等) Class of Shares (e.g. Ordinary/ Preference etc.) | 附帶的權利的詳情 (包括表決權:在分派股息時參與該項分派的權利: 在分派股本時參與該項分派的權利:該類別股份是否屬可贖回股份等) Particulars of Rights Attached (Including voting rights; rights to participate in a distribution as respects dividends; rights to participate in a distribution as respects capital; whether the shares are redeemable etc.) |
| | rigins to paradipate in a distribution as respects capital, whether the shares are redeminable etc.) |

16 7 創辦成員 Founder Members

| (如超過兩名創辦成員,請) | 用續頁A 填報 Use Continuation Shee | t A if more than 2 founder | members) | |
|-------------------------------------|--|----------------------------|---------------------------------------|---------------------------|
| 1 中文姓名/名稱 Name in Chinese | | | | |
| ume in onnese | | | | |
| 英文姓名/名稱 | | | | |
| Name in English | | | | |
| | | | | |
| 地址 Address | | | | |
| | | | | |
| 國家/地區 | | | | |
| Country / Region | | | | |
| 認購的股本 | 股份的類別 | | 该成員發行的股 | |
| Share Capital to be Subscribed # | (如普通股/優先股等) Class of Shares | Snares Propo 總數 | sed to be Issued to | o the Member 總軟額 |
| Subscribed # | (e.g. Ordinary / Preference etc.) | Total Number | Currency | भार कर सम Total Amount |
| | | | | |
| | | | | |
| | | | | |
| | 總值 Total | | | |
| | | | | |
| 2 中文姓名/名稱 | | | | |
| Name in Chinese | | | | |
| 英文姓名/名稱 | | | | |
| Name in English | | | | |
| | | | | |
| | | | | |
| 地址 Address | | | | |
| | | | | |
| | | | | |
| 國家/地區 Country/Region | | | | |
| | | | | |
| 認購的股本 Share Capital to be | 股份的類別 (如普通股/優先股等) | 建議向 Shares Propo | 该成員發行的股 sed to be Issued to | :份數目 othe Member |
| Subscribed # | Class of Shares (e.g. Ordinary / Preference etc.) | 總數 Total Number | 貨幣 Currency | 總軟額 Total Amount |
| | (o.g. cramary/ recercios etc.) | TOTAL INCITIDE | Currency | TOTAL ALTIOUTIE |
| | | | | |
| | | | | |
| | 總值 Total | | | |

(知超過一名公司秘書屬自然人或法人團體,請用續頁 B 填模 Use Continuation Sheet B if more than 1 company secretary is a natural person or a body corporate)

A. 公司秘書(自然人) Company Secretary (Natural Person) 中文姓名 Name in Chinese 英文姓名 Name in English 姓氏 Surname 名字 Other Names 前用姓名 Previous Names 中文 Chinese 英文 English 別名 Aliae 中文 Chinese 英文 English 19 香港通訊地址 Hong Kong Correspondence Address 香港/HONG KONG (本處不接納郵政信箱號碼 Post office box numbers are not acceptable) 電郵地址 Email Address 20 21 身分識別 Identification (a) 香港身分證<u>部分號碼</u> Partial Number of Hong Kong Identity Card (須在 (*) PI-NNC1G ₽ 超報宗整 身分識別號碼 (b) 護照 Provide full identification Passport 簽發國家/地區 Issuing Country/Region 部分號碼 Partial Number number in PI-NNC1G sheet) 22 B. 公司秘書(法人團體) Company Secretary (Body Corporate) 中文名稱 Name in Chinese 英文名稱 Name in English 香港地址 23 Hong Kong Address 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) 電郵地址 20

公司編號 Company Number

17 9 首任董事 First Directors

A. 董事(自然人) Director (Natural Person)
(如超過一名董事屬自然人・請用續頁C 填報 Use Continuation Sheet C if more than 1 director is a natural person)

| 24 | 中文姓名 Name in Chinese | | | | | | | | | | | |
|---|-----------------------------------|---|------------------------|--------------|-------|-----------|---------|---------------|----------|-----------|---------|---------|
| | 英文姓名 Name in | English | | | | | | | | | | |
| | 姓氏 Surname | | | | | | | | | | | |
| | 名字 Other Names | | | | | | | | | | | |
| | 前用姓名 Previous Names | | | | | | | | | | | |
| | | 中文 Chinese | | | | | 3 | 英文 Eng | glish | | | |
| | 別名 Alias | | | | | | | | | | | |
| 25 | 通訊地址 Correspondence Address | 中文 Chinese | | | | | 3 | 英文 Eng | glish | | | |
| PI-NNC1G 頁 填報董事 通常住址 | Address | | | | | | | | | | | |
| Provide director's usual residential | | | | | | | | | | | | |
| address in PI-NNC1G sheet) | 國家/地區 Country/Region | t de site est | de A. L. Williams, Ale | -44-74-1-1-1 | | · | | | | , , | | |
| _ | | (本處个表 | 使約1郵收信 | 箱號碼 Po | ost o | ffice box | numbers | are not | acceptal | ole) | | |
| 26 | 電郵地址 Email Address | | | | | | | | | | | |
| 27 | 身分識別 Identi | fication | | | | | | | | | | |
| 須在 PI-NNC1G 頁 填報完整 | (a) 香港身分體 Partial Number | 区分號碼 r of Hong Kong Identity Card | | | | | | | * | * | * | (*) |
| 身分識別號碼 Provide full dentification | (b) 護照 Passport | | | | | | | | | | | |
| number in PI-NNC1G sheet) | | 簽發國家/ | 地區 Is | suing Cou | ntry, | / Region | | 部分 | }號碼 | Partial N | lumber | |
| 29 | | | 提力 | Adviso | ory I | Note | | | | | | |
| | All directors | 事均應閱讀公司註冊處編 of the company are adv Registry and acquaint them | ised to | read 'A | Gu | ide on | Direct | ors' Du | ties' p | ublishe | d by ti | ne |
| 30 | | 同意書 Consent to Act | | ctor | | | | | | | | |
| | | 在公司成立為法團時 | | 禁寅 . : | ar ar | 在初木 | 人口名 | = 38 1 S | | | | |
| | | to be a director of the | | | | | | | | that I h | nave at | ttained |
| | | | | | | | | | | | | |
| | 簽署 Signe | ed : | | | | | | | | | | _ |
| | The Cons | 職位同意書會於公司原 ent to Act as Director w corporation of the comp | ill be d | | | | | | | ın 15 d | ays af | ter the |

| 9 首任董事 First Directors (筆片画 | cont'd | (續上百 | Directors | First | 王晉: | 首任 | 9 |
|-----------------------------|--------|------|-----------|-------|-----|----|---|
|-----------------------------|--------|------|-----------|-------|-----|----|---|

| В. | | 去人 團 體) Director (Body Corporate) -名董事纂法人團體,請用賴頁 D 填報 Use Continuation Sheet D if more than 1 director is a body corporate) |
|----|----------------|---|
| | 中文名 Name in | RA Chinese |
| | 英文名 Name in | ## English |
| | | |
| 28 | 地址 Address | |
| | | |
| | Cour | 閣家/地區 htty/Region (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) |
| 26 | 電郵地 Email A | |
| | | 號 Company Number 於在新港註冊的法人團體 Only applicable to body corporate registered in Hong Kong) |
| 29 | | 提示 Advisory Note |
| | All | 有公司董事均應閱讀公司註冊處編製的〈董事責任指引〉,並熟悉該指引所概述的董事一般責任。 directors of the company are advised to read 'A Guide on Directors' Duties' published by the mpanies Registry and acquaint themselves with the general duties of directors outlined in the Guide. |
| 30 | | 基事職位同意書 Consent to Act as Director ################################### |
| | _ | 本人養上述法人團體授權確認上述法人團體同意在公司成立為法團時擔任其董事。 I, being authorized by the above body corporate, confirm that the body corporate consents t be a director of this company on its incorporation. |
| | | 簽署 Signed: 法人團體的董事/公司秘書/捷授權人士* Director/Company Secretary/Authorized Person of the Body Corporate* |
| | _ | 出任董事職位同意書會於公司成立為法團的日期後 15 日內交付登記。 The Consent to Act as Director will be delivered for registration not later than 15 days after th date of incorporation of the company. |
| | *請刪去 | 下適用者 Delete whichever does not apply |

☑ 10 創辦成員陳述書 Statement of Founder Member

本人現核證 I certify that:

(a) 本人為公司的創辦成員或獲其授權人士(如創辦成員為法人團體)並獲其他創辦成員(如有的新)授權答署太表格。

I am a founder member of this company or an authorized person of a founder member, which is a body corporate (if applicable) and am authorized by the other founder members (if any) to sign this incorporation form.

- (b) 名列本表格内的每一名屬自然人的公司秘書通常居於香港。 Each of the company secretaries named in this form who is a natural person ordinarily resides in Hone Kond.
- (c) 名列本表格内但未簽署「出任董事職位同意書」的每一名董事已同意在公司成立為法團 時擔任其董事,每一名屬自然人的董事並且已年滿 18 歲。

Each of the directors named in this form who has not signed the 'Consent to Act as Director' has consented to be a director of this company on its incorporation and each director who is a natural person has attained the age of 18 years.

(d) 所有創辦成員已為《公司條例》第67(1)(a)條的目的而簽署公司的章程細則,並確認連同本表格交付的公司章程細則的文本的內容,與由所有創辦成員簽署的該等章程細則的內容相同。

The company's articles have been signed by all founder members for the purposes of section 67(1)(a) of the Companies Ordinance. The contents of the copy of the company's articles delivered together with this form are the same as those of the articles signed by all founder members.

(e) 本表格所載的資料、陳述及詳情均屬準確,並與公司的章程細則內的資料、陳述及詳情 相符。

The information, statements and particulars contained in this form are accurate and consistent with those contained in the company's articles.

(f) 公司已遵守《公司條例》中就有關公司註冊的所有規定。 All the requirements of the Companies Ordinance in respect of the registration of the company have been compiled with.

本表格包括下列續頁/PI-NNC1G頁 This Form includes the following Continuation Sheet(s)/PI-NNC1G Sheet(s)

| 續頁 Continuation Sheet(s) | Α | В | С | D | PI-NNC1G (<u>不會</u> 供公眾查閱 <u>NOT</u> for Public Inspection) |
|--------------------------|---|---|---|---|--|
| 頁數 Number of pages | | | | | 頁數 Number of pages |
| | | | | | |

| 簽署 | Signed: | | | |
|----|---------|---------------------|-----------|-------------------|
| 姓名 | Name : | 創辦成員 Founder Member | 日期 Date:_ | 日DD / 月MM / 年YYYY |

續頁 A Continuation Sheet A

1 創辦成員詳情 (第 7 項) Details of Founder Members (Section 7)

| 1 | 中文姓名/名稱 Name in Chinese | | | | |
|---|------------------------------|--|--------------------|----------------------------------|---------------------|
| | 英文姓名/名稱 Name in English | | | | |
| | 地址 Address | | | | |
| | 國家/地區 | | | | |
| | Country / Region | | | | |
| | 認購的股本 Share Capital to be | 股份的類別 (如普通股/優先股等) | | 養向該成員發行的 Proposed to be Issue | |
| | Subscribed # | Class of Shares (e.g. Ordinary / Preference etc.) | 總數 Total Number | 貨幣 Currency | 總款額 Total Amount |
| | | | | | |
| | | | | | |
| | | 總值 Total | | | |
| | | | | | |
| 2 | 中文姓名/名稱 Name in Chinese | | | | |
| | 英文姓名/名稱 Name in English | | | | |
| | 地址 Address | | | | |
| | | | | | |
| | 國家/地區 | | | | |
| | Country / Region | | | | |
| | 認購的股本 Share Capital to be | 股份的類別 (如普通股/優先股等) | | 義向該成員發行的 Proposed to be Issue | |
| | Subscribed # | Class of Shares (e.g. Ordinary / Preference etc.) | 總數 Total Number | 貨幣 Currency | 總款額 Total Amount |
| | | | | | |
| | | | | | |
| | | 總值 Total | | | |
| | | | | | |

續頁 B Continuation Sheet B

| 17 首f A. | <u>王公司秘書詳</u> 公司秘書(自4 | <u>情 (第 8 項) Details of Fir</u> 然人) Company Secretary (Natu | rst Company Secretary | (Section 8) |
|---|--|--|-----------------------------------|---------------------------------------|
| 1 3 | 中文姓名 Name in Chinese | (vata | | |
| | 英文姓名 Name i | n English | | |
| | 姓氏 Surname | | | |
| | 名字 | | | |
| | Other Names | | | |
| | 前用姓名 Previous Names | | | |
| | 別名 Alias | 中文 Chinese | 英 | 文 English |
| | Allas | 中文 Chinese | <u> </u> | 文 English |
| (| 香港通訊地址 Hong Kong Correspondence Address | | | |
| | | | | |
| | | 香港/HONG KONG | | |
| _ | | (本處不接納郵政信 | 箱號碼 Post office box numbers a | re not acceptable) |
| 20 | 電郵地址 Email Address | | | |
| 21 買在 I-NNC1G 買 | 身分識別 Ident (a) 香港身分證 Partial Number | | | * * * (*) |
| [報完整 分識別號碼 rovide full entification | (b) 護照 Passport | | | |
| umber in I-NNC1G shee | t) | 簽發國家/地區 18 | ssuing Country / Region | 部分號碼 Partial Number |
| 2 B. | | 人團體) Company Secretary (Bo | ody Corporate) | |
| | 中文名稱 Name in Chinese | | | |
| | 英文名稱 Name in English | | | |
| 23 | 香港地址 Hong Kong Address | | | |
| | | | | |
| | | 香港/HONG KONG | | |
| • | → • • • • • • • • • • • • • • • • • • • | (本處不接納「轉交」地址或郵政信箱號 | 號碼 'Care of' addresses or post of | ffice box numbers are not acceptable) |
| 20 | 電郵地址 Email Address | | | |
| | 公司編號 Compa | iny Number | | |

續頁 C Continuation Sheet C

| • | 首任董事 | (自然人)詳情 (第 | , 9A項) De | etails of First I | Directors (N | atural Pers | on) (Se | ction 9 |)A) |
|---|-------------------------|---|----------------------------|-------------------------------------|-----------------------|-----------------|-----------|-----------|---------------|
| 24 | 中文姓名 Name in Chin | ese | | | | | | | |
| | 英文姓名 Na | me in English | | | | | | | |
| | | 姓氏 name | | | | | | | |
| | Other N | 名字 ames | | | | | | | |
| | 前用姓名 Previous Nan | nes | | | | | | | |
| | 別名 Alias | 中文C | hinese | | 英 | 文 English | | | $\overline{}$ |
| | | 中文C | hinese | 1 | 英 | 文 English | | | |
| (須在 PI-NNC1G 頁 填報董事 通常住址 Provide directo | | nce | | | | | | | |
| Provide directo usual residenti address in | | | | | | | | | |
| PI-NNC1G she | eet) 國家/: Country/Re | 地區 egion | | | | | | | |
| _ | | | (本處不接納郵政) | 信箱號碼 Post office | box numbers are | not acceptable) | | | |
| 26 | 電郵地址 Email Addres | s | | | | | | | |
| 27 | 身分識別し | dentification | | | | | | | |
| (須在 PI-NNC1G 頁 填報完整 | (a) 香港身分 Partial No | 分證 <u>部分號碼</u> <u>umber</u> of Hong Kong Identit | ty Card | | | * | * | * | (*) |
| 身分識別號碼 Provide full identification number in | (b) 護照 Passport | | 簽發國家/ | 地區 Issuing Countr | y/Region | 部分號码 | Partial I | Number | |
| PI-NNC1G she | et) | | | 是示 Advisory No | 40 | | | | $\overline{}$ |
| | All d | 公司董事均應閱讀公司 irectors of the compa panies Registry and acc | 可註冊處編製的 any are advised | 〈董事責任指引〉 I to read 'A Gui | ,並熟悉該 de on Direct | ors' Duties' | published | d by th | |
| 30 | 請在適用的空间 本人 I cor | 職位同意書 Consen 格內加上 / 號 Please tick 同意在公司成立為 nsent to be a directo | the relevant box 法團時擔任其 | (董事 ,並確認 | | | at I have | attaine | ed the |
| | - | of 18 years. Signed: | | | | | | | |
| | The (| 董事職位同意書會 Consent to Act as Di corporation of the co | rector will be d | | | | 5 days a | ıfter the | e date |
| | 指明編號 1/2022 | (2022 年 10 月) Specification No | o. 1/2022 (October 202 | (2) | | | | | |

續頁 D Continuation Sheet D

| ① | 首任董事(法 | 人團體)詳情 (第 9 B 項) Details of First Directors (Body Corporate) (Section 9B) |
|----------|-------------------------|--|
| | 董事(法人團體 | 🖺) Director (Body Corporate) |
| | 中文名稱 Name in Chinese | |
| | *** | |
| | 英文名稱 Name in English | |
| | M. FF | |
| 28 | 地址 Address | |
| | | |
| | | |
| | 國家/地區 Country/Region | |
| | | (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) |
| 26 | 電郵地址 Email Address | |
| | | |
| | 公司編號 Compa (只適用於在香港註 | iny Number 冊約法人團體 Only applicable to body corporate registered in Hong Kong) |
| 29 | | 提示 Advisory Note |
| • | All direct | 董事均應閱讀公司註冊處編製的(董事責任指引),並熟悉該指引所概述的董事一般責任。 tors of the company are advised to read 'A Guide on Directors' Duties' published by the es Registry and acquaint themselves with the general duties of directors outlined in the Guide. |
| 30 | | 、同意書 Consent to Act as Director の上 く 錠 Please tick the relevant box |
| | I, being | 上述法人團體授權確認上述法人團體同意在公司成立為法團時擔任其董事。 authorized by the above body corporate, confirm that the body corporate consents to be a of this company on its incorporation. |
| | 簽署 Sig | ned : |
| | The Cor | 事職位同意書會於公司成立為法團的日期後 15 日内交付登記。 isent to Act as Director will be delivered for registration not later than 15 days after the date poration of the company. |
| | *請刪去不適用者 D | elete whichever does not apply |

PI-NNC1G

18

- 請於本頁申報首任公司秘書的香港身分證或護照的<u>完整號碼。</u>
 The <u>full number</u> of Hong Kong Identity Card or passport of the first company secretary should be reported on this page.
- 請於本頁申報首任董事的香港身分證或護照的<u>完整號碼及通常住址</u>。 The <u>full number</u> of Hong Kong Identity Card or passport and <u>usual residential</u> address of the first director should be reported on this page.

(每一頁 PI-NNC1G 只可填棄—名自然人的受保護資料。如超增—名自然人資料,請另加 PI-NNC1G 頁填報。 Each PI-NNC1G 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-NNC1G sheet(S).

| 24 | <i>請在適用的空格內加上</i> 身分 Capacity 中文姓名 Name in Chinese | 上 ✓ 號 Please | ick the relevant box(es) 公司秘書 Company Secretary 董寧 Director | |
|----|--|------------------------|---|-----|
| | 英文姓名 Name in English | 姓氏 Surname | | |
| | | 名字 Other Names | | |
| 32 | 身分識別 Identific (a) 香港身分證(完 Hong Kong Iden | ·整號碼) | umber) | () |
| | (b) 護照 Passport | | Delli of the Control | |
| | | | 完整號碼 <u>Full</u> Number | |
| 33 | 董事的 通常住址 | | | |
| | Usual Residential Address of Director | or | | |
| | | | | |
| | Co | 國家/地區 ountry/Region | | |

(交付表格 NNC1G 辟,請將所有 PI-NNC1G 頁置於最後。 Please place all PI-NNC1G sheets at the end when delivering the Form NNC1G.)



請勿覆蓋此頁內的條碼 DO NOT COVER THE BARCODES ON THIS PAGE

(公司條例) (香港法例第 622 章) 第 67(1)(b)條規定交付的

法團成立表格 (股份有限公司以外的公司)

填表須知 — 表格 NNC1G

附註

引言

- 本表格是用以向公司註冊處處長(「處長」)申請成立一間具法團地位的擔保有限公司或無限公司,並必須連同公司的章程細則的文本一併交付。本表格不適用於不擬註冊為具有法團地位的獨資或合夥經營的業務。
- 2. 根據《商業登記條例》(香港法例第 310 章) 第 5A(1) 及 5D(2) 條的規定,提出成立法團的申請人須把「致商業登記署通知書」(IRBR1)和訂明的商業登記費及徽費連同本表格一併交付,否則公司註冊處不會接納其申請。
- 請劃一以中文或英文填報各項所需資料。如以中文填報,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。公司註冊處會以傳真方式通知提交人親身領取「公司註冊證明書」及「商業登記證」。如提交人委託他人代領,需簽署授權書。
- 6. 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註冊費用一併交付,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》資料小冊子及《商業登記費及徵費收費表》。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. 本表格必須由一名名列本表格內的創辦成員簽署並核證第10項「創辦成員陳述書」內的 查項陳述。如創辦成員屬法人團體,本表格必須由該法人團體的董事、公司秘書或獲該法 人團體授權的人士簽署。公司註冊處不接納未簽妥的表格。

建議採用的公司名稱 (第1項)

- (a)公司名稱可用英文或中文註冊。公司亦可同時註冊一個英文名稱和一個中文名稱。有關擬訂公司名稱須注意的事項,請參閱《香港公司名稱註冊指引》。
 - (b) 在本項填報的建議採用的公司名稱,必須與《公司條例》第81條所規定的公司章程細則的<u>名稱條款</u>所述的公司名稱相同。如建議採用的公司名稱有任何錯誤,公司註冊處可拒絕該註冊成立公司的申請,而所繳交的存放文件費用亦不會獲得退價。

公司類別 (第2項)

- (a) 如公司沒有股本及公司的章程細則將其成員的法律責任限於該成員藉章程細則承諾在公司清盤時支付作為公司資產的款額,該公司即屬「擔保有限公司」。
 - (b) 如公司的成員的法律責任並無上限,該公司即屬「無限公司」。
 - (c)如公司的章程細則限制成員轉讓股份的權利、將成員最高人數限於50人及禁止邀請公眾人士認購該公司的任何股份或債權證;而公司亦不屬擔保有限公司,該公司即屬「私人公司」。如公司既不屬私人公司亦不屬擔保有限公司,則公司即屬「公眾公司」。
 - (d) 如有需要,請就選擇合適的公司類別尋求獨立的法律意見。

公司在香港的註冊辦事處的建議地址 (第3項)

10. 請在本項填報公司在香港的註冊辦事處的建議地址的詳細地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。建議的地址須自公司成立為法團的日期起,作為其註冊辦事處地址,直至公司根據(公司條例)第658(3)條向處長交付有關該地址的更改通知書(表格NRJ)為止。

電郵地址 (第4項)

11. 請提供公司的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改,請以表格 NR1 通知公司註冊處。

擔保有限公司的成員人數及成員的法律責任 (第5項)

- 12. 請註明公司在組成時建議註冊的成員人數,不可填上「無限」。
- 13. 每名屬公司的成員的人須承諾,若該公司在該人是該公司的成員期間清盤,或在該人不再 是該公司的成員之後的一年內清盤,該人會分擔支付該人須付的一筆不超逾指明款額的款 額,作為該公司的資產,以一
 - (a) 支付該公司在該人不再是該公司的成員之前招致的債項及債務;
 - (b) 支付該公司清盤的費用、收費及開支;及
 - (c) 調整分擔人之間的權利。

請在本項註明不同類別的成員所承諾分擔支付的款額。

公司組成時的股本及最初的股份持有情況 (第6項)

14. 有股本的無限公司必須填報其組成時的股本及最初的股份持有情況。以下例子只供參考。

例: 甲乙丙無限公司建議在組成時發行 10,000 股普通股,而創辦成員將會認購的股本 總額為 20,000 元,將會繳付或視為已繳付的款額為 10,000 元。

| 股份的類別 (如普通股/優先股等) Class of Shares (e.g. Ordinary/ Preference etc.) | 建議發行的 股份總數 Total Number of Shares Proposed to be Issued | 貨幣 Currency | 創辦成員認購的 股本總額 Total Amount of Share Capital to be Subscribed by Founder Members | 建議發行的股份的 將要繳付或視為 已繳付的總款額 Total Amount to be Paid Up or to be Regarded as Paid Up on the Shares Proposed to be Issued (b) | 建議發行的股份的 尚未繳付的總款額 Total Amount to Remain Unpaid or to be Regarded as Unpaid on the Shares Proposed to be Issued |
|--|---|----------------|---|--|---|
| 普通股 | 10.000 | 港元 | 20.000 | 10.000 | 10.000 |
| 百廸収 | 10,000 | 他儿 | 20,000 | 10,000 | 10,000 |
| | | | | | |
| | | | | | |
| 總值 Total | 10.000 | 港元 | 20,000 | 10,000 | 10,000 |
| | 10,000 | | | | |

股份所附帶的權利的詳情 (第 6A 項)

- 15. 如公司的股本分為不同類別的股份,請就每一類股份述明該類別股份一
 - (a) 所附帶的表決權的詳情,包括只在某些情況下產生的權利;
 - (b) 所附帶的、在分派股息時參與該項分派的權利的詳情;
 - (c) 所附帶的、在分派股本時(包括清盤時進行的分派)參與該項分派的權利的詳情;及
 - (d) 是否屬可贖回股份。

創辦成員 (第7項)

16. 請填報每名創辦成員的資料。如屬有股本的無限公司,請同時填報公司建議在其組成時向 該成員發行的股份數目,及該成員將會在該公司組成時認購的股本總額。

首任公司秘書及董事 (第8及9項)

- 17. (a) 公司的首任公司秘書及董事的詳情,必須在本表格第 8、9 項及 PI-NNC1G 頁內填報。
 - (b)無股本的擔保有限公司或有股本的公眾無限公司必須有一名公司秘書及最少兩名董事,公司秘書職位可由其中一名董事兼任。法人團體<u>不得</u>出任無股本的擔保有限公司或有股本的公眾無限公司的董事。
 - (c) 有股本的私人無限公司必須有一名公司秘書及最少一名屬自然人的董事,公司秘書職位<u>不得</u>同時由公司的唯一董事兼任。只有一名董事的私人無限公司<u>不得</u>委任一個以該董事為唯一董事的法人團體作為公司秘書。

首任公司秘書 (第8A及8B項)

- 18.屬自然人的公司秘書的姓名,必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人,則必須與其護照上所載的姓名一致。
- 19. 如公司秘書屬自然人,必須通常居於香港,但只須填報其在香港的通訊地址。本處不接納 非香港地址或郵政信箱號碼。
- 20. 請提供公司秘書的電郵地址(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 ND2B 通知公司註冊處。
- 21. (a) 只須填報公司秘書的香港身分證的 <u>部分號碼</u>。如該人並非香港身分證持有人,請提供 其所持護照的 <u>部分號碼</u>及簽發國家/地區。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

| 22 711 401 | 5711 WEV | | | |
|-----------------------|----------|--|--|--|
| 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) 譜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-NNC1G頁內填報公司秘書完整的香港身分證號碼或護照號碼。PI-NNC1G 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁PI-NNC1G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-NNC1G頁填報。

- (d) 如公司秘書並非香港身分證持有人,亦沒有任何護照,則請在有關的空格內填上「無」,亦無需提交PI-NNC1G頁。
- 22. 如某商號的所有合夥人為公司的聯名秘書,請在供公司秘書(法人團體)填報的空格內(第 8B項)填報商號名稱及其在查達的主要辦事處的地址。本處不接納非香港地址、「轉交」 地址或郵政信箱號碼。
- 23. 如公司秘書屬法人團體,請註明其在查費的註冊辦事處或主要辦事處的地址。本處不接納 非香港地址、「轉交」地址或郵政信箱號碼。

首任董事 (第 9A 及 9B 項)

- 24. 屬自然人的董事的姓名,必須與其香港身分證上所載的姓名一致。如該人並非香港身分證 持有人,則必須與其護照上所載的姓名一致。
- 25. 請填報屬自然人的董事的<u>選訊地址</u>。如屬非香港地址,請同時填報「國家/地區」一欄。 本處不接納郵政信箱號碼。

請另外於 PI-NNC1G 頁內填報董事的 **通常住址**。PI-NNC1G 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-NNC1G 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-NNC1G 百填報。

- 26. 請提供董事的電郵地址(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 ND2B 通知公司註冊處。
- 27. (a)請填報屬自然人的董事的香港身分證的<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>部分號碼</u>的詳情及例子,請參閱附註21。
 - (b) *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。
 - (c) 請另外於PI-NNC1G頁內填報董事完整的香港身分證號碼或護照號碼。PI-NNC1G頁及 於該頁內所填報的資料,不會供公眾查閱。

每一頁PI-NNC1G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-NNC1G頁填報。

- (d) 如董事並非香港身分證持有人,亦沒有任何護照,則請在有關的空格內填上「無」。
- 28. 如董事屬法人團體,請註明其註冊辦事處或主要辦事處的地址。如屬非香港地址,請同時 填報「國家/地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。
- 29. 所有公司董事均應閱讀公司註冊處編製的《董事責任指引》,並熟悉該指引所概述的董事一般責任。公司應把該指引發給董事參考。該指引可於公司註冊處網頁(www.cr.gov.hk) 閱覽或下載,印文本亦可於香港金鐘道 66 號金鐘道政府合署 13 和 14 樓公司註冊處的詢問處審取。

30. 每一名董事均須作出陳述,同意在公司成立為法團時擔任其董事。董事可以在本表格的「出任董事職位同意書」上簽署,或在公司成立為法團的日期後 15 日內向處長交付已填妥及簽署的表格 NNC3 一「出任首任董事職位同意書」。如董事屬法人團體,同意書必須由該法人團體的董事、公司秘書或獲該法人團體授權的人士簽署。

首任公司秘書/董事(自然人) - 受保護資料 (PI-NNC1G)

- 31. 在 PI-NNC1G 頁所填報的香港身分證號碼或護照號碼及通常住址為受保護資料。 PI-NNC1G 頁及於該頁內所填報的資料,不會供公眾查閱。
 - 每一頁 PI-NNC1G 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-NNC1G 頁填報。
- 32. 請填報公司秘書或董事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 填報其所持護照的完整號碼及簽發國家/地區。如該董事沒持有香港身分證或任何護 照,請在有關的空格內填上「無」。如該公司秘書沒持有香港身分證或任何護照,則無 需提交 PI-NNC1G 頁。
- 33. 請填報董事的通常住址,如屬非香港地址,請同時申報「國家/地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。公司秘書無需填報其通常住址。

INCORPORATION FORM (COMPANY NOT LIMITED BY SHARES)

For the purposes of section 67(1)(b) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NNC1G

Introduction

- This form should be used for applying to the Registrar of Companies (the Registrar) for incorporation of a
 company limited by guarantee or an unlimited company and <u>must be accompanied by a copy of the
 company's articles</u>. This form is <u>not applicable</u> to a sole proprietorship or partnership which does not
 intend to have a 'corporate' status.
- According to sections 5A(1) and 5D(2) of the Business Registration Ordinance (Cap. 310), an applicant
 for company incorporation must deliver a Notice to Business Registration Office (IRBR1) and the
 prescribed business registration fee and levy together with this form. Otherwise, the application
 will be rejected by the Companies Registry.
- 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. The Companies Registry will notify the presentor by fax to collect the Certificate of Incorporation and Business Registration Certificate in person. A written authorization will be required if the presentor sends a representative to collect the certificates.
- 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 registration 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' and the 'Business Registration Fee and Levy Table' 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. A founder member named in this form must sign this form and <u>certify the statements made in the Statement of Founder Member in Section 10</u>. If the founder member is a body corporate, this form must be signed by a director, the company secretary of the body corporate or an authorized person acting on its behalf. A form which is not properly signed will be rejected by the Companies Registry.

Proposed Company Name (Section 1)

- 8. (a) A company name may be in English or in Chinese. A company may also adopt both an English name and a Chinese name. Please refer to the 'Guideline on Registration of Company Names for Hong Kong Companies' for the points to note when choosing a company name.
 - (b) The company name(s) stated in this Section should be identical to the name(s) stated in the <u>Name Clause</u> of the articles of the company as required under section 81 of the Companies Ordinance. An application for incorporation with errors in the proposed company name(s) may be rejected by the Companies Registry and the lodgement fee paid will not be refunded.

Type of Company (Section 2)

- 9. (a) A company is a 'company limited by guarantee' if it does not have a share capital and the liability of its members is limited by the company's articles to the amount that the members undertake, by those articles, to contribute to the assets of the company in the event of its being wound up.
 - (b) A company is an 'unlimited company' if there is no limit on the liability of its members.

- (c) A company is a 'private company' if its articles restrict a member's right to transfer shares, limit the number of members to 50, and prohibit any invitation to the public to subscribe for any shares or debentures of the company; and it is not a company limited by guarantee. A company is a 'public company' if it is not a private company and not a company limited by guarantee.
- (d) Please seek independent legal advice on the choice of an appropriate type of company, if necessary.

Proposed Address of the Company's Registered Office in Hong Kong (Section 3)

10. The full proposed address of the company's registered office in Hong Kong must be stated in this Section. Non-Hong Kong addresses, 'care of addresses or post office box numbers are not acceptable. The proposed address shall be the address of the company's registered office with effect from the date of its incorporation until a notice of change in respect of the address in Form NR1 is delivered to the Registrar under section 658(3) of the Companies Ordinance.

Email Address (Section 4)

11. Please provide the email address of the company, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NR1.

Number and Liability of Members of a Company Limited by Guarantee (Section 5)

- Please indicate the <u>number</u> of members with which the company proposes to register on its formation. Please do not state 'unlimited'.
- 13. Each person who is a member of the company has to undertake that if the company is wound up while the person is a member of the company, or within one year after the person ceases to be such a member, the person will contribute an amount required of the person, not exceeding a specified amount, to the company's assets—
 - (a) for the payment of the company's debts and liabilities contracted before the person ceases to be such a member;
 - (b) for the payment of the costs, charges and expenses of winding up the company; and
 - (c) for the adjustment, among the contributories, of their rights.

Please state the amount undertaken to be contributed by each class of members in this Section.

Share Capital and Initial Shareholdings on the Company's Formation (Section 6)

- 14. An unlimited company with a share capital must state the details of the share capital and initial shareholdings on its formation. An example is provided below for reference only.
 - e.g. ABC Company, an unlimited company, proposes to issue 10,000 ordinary shares on its formation. The total amount of the share capital to be subscribed by the founder members is HKD20,000, of which the amount to be paid up or to be regarded as paid up will be HKD10,000.

| 股份的類別 (如普通股/優先股等) Class of Shares (e.g. Ordinary/ Preference etc.) | 建議發行的 股份總數 Total Number of Shares Proposed to be Issued | 貨幣 Currency | 創辦成員認購的 股本總額 Total Amount of Share Capital to be Subscribed by Founder Members | 建議發行的股份的 將要繳付或視為 已繳付的總款額 Total Amount to be Paid Up or to be Regarded as Paid Up on the Shares Proposed to be Issued (b) | 尚未繳付或視為 尚未繳付的總款額 Total Amount to Remain Unpaid or to be Regarded as Unpaid on the Shares |
|--|---|----------------|---|--|---|
| Ordinary | 10,000 | HKD | 20,000 | 10,000 | 10,000 |
| | | | | | |
| | | | | | |
| 總值 Total | 10,000 | HKD | 20,000 | 10,000 | 10,000 |
| | 10,000 | | | | |

Particulars of Rights Attached to Shares (Section 6A)

- 15. If the share capital of the company is to be divided into different classes of shares, please state for each class of shares
 - (a) the particulars of any voting rights attached to shares in that class, including rights that arise only in certain circumstances:
 - (b) the particulars of any rights attached to shares in that class, as respects dividends, to participate in a distribution:
 - (c) the particulars of any rights attached to shares in that class, as respects capital, to participate in a distribution (including on a winding up); and
 - (d) whether or not shares in that class are redeemable shares.

Founder Members (Section 7)

16. Please provide the details of each founder member. For an unlimited company with a share capital, please also state the number of shares that the company proposes to issue to the member and the total amount of share capital to be subscribed by the member on the company's formation.

First Company Secretary and Directors (Sections 8 and 9)

- 17. (a) The details of the first company secretary and directors must be reported in Sections 8, 9 and PI-NNC1G sheet of this form.
 - (b) A company limited by guarantee without a share capital or a public unlimited company with a share capital must have a company secretary and at least two directors, one of whom may be the company secretary. It must <u>not</u> have a body corporate as its director.
 - (c) A private unlimited company with a share capital must have a company secretary and at least one director who is a natural person. The sole director of a private company must <u>not</u> also be the company secretary. A private unlimited company having only one director must <u>not</u> have a body corporate as its company secretary the sole director of which is the sole director of the private company.

First Company Secretary (Sections 8A and 8B)

- 18. The name of the company secretary who is a natural person must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.
- 19. If the company secretary is a natural person, he or she must ordinarily reside in Hong Kong, but he or she is only required to provide the <u>correspondence address in Hong Kong</u>. Non-Hong Kong addresses or post office box numbers are not acceptable.
- Please provide the email address of the company secretary, if any, to facilitate electronic communication.
 If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form ND2B.
- 21. (a) Only the <u>partial number</u> of the Hong Kong Identity Card of the company secretary or, in the absence of a Hong Kong Identity Card, the <u>partial number</u> and issuing country/region of the passport of the company secretary is required. Please provide the partial number according to the description of "Partial number" below:

Partial number means —

- 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) Please <u>DO NOT</u> 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 company secretary separately on a PI-NNC1G sheet. PI-NNC1G sheet and the information reported therein are withheld from public inspection.

Each PI-NNC1G 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-NNC1G sheet(s).

- (d) If the company secretary holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NNC1G sheet.
- 22. If all the partners in a firm are joint company secretaries of the company, please state the name of the firm and the address of its principal office in <u>Hang Kong</u> in the boxes provided for Company Secretary (Body Corporate) (Section 8B). Non-Hong Kong addresses, 'care of addresses or post office box numbers are not acceptable.
- 23. If the company secretary is a body corporate, the address of its registered or principal office in <u>Hong Kong</u> should be given. Non-Hong Kong addresses, 'care of addresses or post office box numbers are not acceptable.

First Directors (Sections 9A and 9B)

- 24. The name of director who is a natural person must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.
- 25. Please provide the <u>correspondence address</u> of a director who is a natural person. If a non-Hong Kong address is given, please also complete the box for 'Country / Region'. Post office box numbers are not acceptable.

Please report the <u>usual residential address</u> of the director separately on a PI-NNC1G sheet. PI-NNC1G sheet and the information reported therein are withheld from public inspection.

Each PI-NNC1G 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-NNC1G sheet(s).

- 26. Please provide the email address of the director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form ND2B.
- 27. (a) Please provide the <u>partial number</u> of the Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the <u>partial number</u> and issuing country/region of the passport of the director who is a natural person. Please refer to Note 21 on the details and examples of <u>partial number</u>.
 - (b) Please **<u>PO NOT</u>** 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 director separately on a PI-NNC1G sheet. PI-NNC1G sheet and the information reported therein are withheld from public inspection.
 - Each PI-NNC1G 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-NNC1G sheet(s).
 - (d) If the director holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.
- 28. If the director is a body corporate, the address of its registered or principal office should be given. If a non-Hong Kong address is given, please also complete the box for 'Country / Region'. 'Care of addresses or post office box numbers are not acceptable.
- 29. All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. Companies should provide copies of the Guide to their directors for information and reference. The Guide is accessible on the Companies Registry's website (www.cr.gov.hk). Hard copies are also available at the information counters of the Companies Registry on the 13th and 14th floors of the Queensway Government Offices, 66 Queensway, Hong Kong.
- 30. Every director shall make a statement that he or she has consented to be a director of the company on the company's formation. A director may sign the 'Consent to Act as Director' in this form or complete and sign Form NNC3 Consent to Act as First Director, which must be delivered to the Registrar not later than 15 days after the date of incorporation of the company. If the director is a body corporate, the statement must be signed by a director, the company secretary of the body corporate or an authorized person acting on its behalf.

First Company Secretary / Director (Natural Person) - Protected Information (PI-NNC1G)

- 31. Hong Kong Identity Card number or passport number and usual residential address reported on PI-NNC1G sheet are protected information. PI-NNC1G sheet and the information reported therein are withheld from public inspection.
 - Each PI-NNC1G 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-NNC1G sheet(s).
- 32. Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the full number and issuing country/region of the passport of the company secretary or director. If the director holds neither a Hong Kong Identity Card nor a passport, please state 'Nii' in the boxes provided. If the company secretary holds neither a Hong Kong Identity Card nor a passport, there is no need to submit a PI-NNC1G sheet.
- 33. Please state the usual residential address of the director. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. 'Care of' addresses or post office box numbers are not acceptable. A company secretary is not required to report such information.



合資格公司的註冊申請書 Application for Registration of Eligible Company

表格 NNC5

| Note | | | |
|------------|-------------------------|---------------------------------------|-------------------------|
| 7 1 | 擬註冊的 | 公司名稱 Company Name to b | pe Registered |
| | 擬註冊的 | 公司英文名稱 English Company | Name to be Registered |
| | | | |
| | | | |
| | | | |
| | | | |
| | 擬註冊的名 | 公司中文名稱 Chinese Company | Name to be Registered |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| 8 2 | | 公司類別 Type of Company to | |
| | 請在適用的空 | 答内加上 ✓ 號 Please tick the relevant box | |
| | Α. 🗆 | 無股本的擔保有限公司 | |
| | Ш | a company limited by guarantee w | ithout a share capital |
| | | | |
| | В. | 有股本的公眾無限公司 | aliana and Mal |
| | | a public unlimited company with a | snare capital |
| | c. 🗆 | 有股本的私人無限公司 | |
| | о | a private unlimited company with a | share capital |
| | | | |
| _ | | resentor's Reference | 請勿填寫本欄 For Official Use |
| | 姓名 Name: 地址 Address: | | |
| · | MENE / Naciosos. | | |
| | | | |
| | | | |
| 1 | 電話 Tel: | 傳真 Fax: | |
| | 重郵 Email: | | |
| 4 | 勝 Deference | 5 . | 1 |

| 9 3 | 公司在香港的註冊辦事處地址 Address of the Company's Registered Office in Hong Kong | | | | | | | | | |
|--|--|-----------------------------|-----------------------------------|--|--|--|--|--|--|--|
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | 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 offic | e box numbers are not acceptable) | | | | | | | |
| 10 4 | 電郵地址 Email Address | | | | | | | | | |
| | | | | | | | | | | |
| 5 | 擔保有限公司的成員人數及成員的法律 Number and Liability of Members of a Con | | Guarantee | | | | | | | |
| • | 公司建議註冊的成員人數 Number of members with which the company prop | ooses to register | | | | | | | | |
| 每名屬公司的成員的人均承諾,為《公司條例》第 810(2)(a)、(b)及(c)條的目的 該人是公司的成員期間濟盤,或在該人不再是公司的成員之後的一年內濟盤,該 付該人須付的一筆不超過下述軟額的軟額,作為公司的資產。 Each person who is a member of the company undertakes that if the company is wound up whil is a member of the company, or within one year after the person ceases to be such a memble will contribute an amount required of the person, not exceeding the amount stated below, to the assets for the purposes of section 810(2)(a), (b) and (c) of the Companies Ordinance. | | | | | | | | | | |
| | 成員類別 Class of Members | 貨幣 | 款額 Amount | | | | | | | |
| | Class of Melliners | Currency | Amount | | | | | | | |

3 6 公司註冊時的股本及股份持有情況

Share Capital and Shareholdings on the Company's Registration

(只適用於有股本的無限公司 Only applicable to Unlimited Company with a Share Capital) 已發行股份的 已繳或視為 已繳的總款額 成員認購的 股本總額 Total Amount of 已發行股份的 未繳或視為 未繳的總款額 Total Amount Unpaid 股份的類別 (如普通股/優先股等) Class of Shares 已發行股份 的總數 Total Number of 貨幣 Total Amount Share Capital Currency Paid Up or Regarded Subscribed by or Regarded as Unpaid (e.g. Ordinary / Preference etc.) as Paid Up on the Shares Issued Members on the Shares Issued Shares Issued (a) (b) (a) - (b)練值 Total

⚠ 6A 股份所附帶的權利的詳情 Particulars of Rights Attached to Shares

(只適用於發行超過一類股份的無限公司 Only applicable to unlimited company issuing more than 1 class of shares

| (只適用於發行超 | 過一類股份的無限公司 Only applicable to unlimited company issuing more than 1 class of shares) |
|--|--|
| 股份的類別 (如普通股/ 優先股等) Class of Shares (e.g. Ordinary/ Preference etc.) | 附帶的權利的鲜情 (包括表決權:在分派股息時參與該項分派的權利: 在分派股本時參與該項分派的權利:該類別股份是否屬可贖回股份等) Particulars of Rights Attached (Including voting rights; rights to participate in a distribution as respects dividends; rights to participate in a distribution as respects capital; whether the shares are redeemable etc.) |
| | rigino di paradipare in a distribution as respects capital, Wiletilet de States are redecimable etc.) |
| | |
| | |
| | |
| | |
| | |

| 7 | 日告 | Mamhars |
|---|----|---------|

| (如超過兩名成員,請用續) | 買 A 填報 Use Continuation Sheet A | I if more than 2 members) | | |
|------------------------------|--|---------------------------|----------------------------|-----------------------|
| 1 中文姓名/名稱 Name in Chinese | | · | | |
| | | | | |
| 英文姓名/名稱 Name in English | | | | |
| | | | | |
| tal. 11 | | | | |
| 地址 Address | | | | |
| | | | | |
| | | | | |
| 國家/地區 Country/Region | | | | |
| 認購的股本 Share Capital | 股份的類別(加速源) | | 員發行的股份 Issued to the Me | |
| Subscribed # | (如普通股/優先股等) | | 作 | |
| Subscribed # | Class of Shares (e.g. Ordinary / Preference etc.) | 總數 Total Number | | 總軟額 Total Amount |
| | (e.g. Ordinary/ Preference etc.) | Total Number | Currency | Total Amount |
| | | | | |
| | | | | |
| | 總值 Total | | | |
| | | | | |
| | ı | | | |
| 2 中文姓名/名稱 Name in Chinese | | | | |
| 英文姓名/名稱 | | | | |
| Name in English | | | | |
| | | | | |
| 地址 Address | | | | |
| | | | | |
| | | | | |
| 國家/地區 Country/Region | | | | |
| 認購的股本 | 股份的類別 | | 員發行的股份 | |
| Share Capital | (如普通股/優先股等) | | s Issued to the Me | |
| Subscribed # | Class of Shares (e.g. Ordinary / Preference etc.) | 總數 Total Number | 貨幣 Currency | 總 款 額 Total Amount |
| | | | | |
| | | | | |
| | | | | |

總值 Total

■ 8 公司秘書 Company Secretary

公司が書 (由数点) (公社) A (公社) Mark (a Mark

| A. | 公司(松青(日) | 於人) Compani | y Secreta | y (watu | iai Feis | 5011) | | | | | | |
|---|--|-------------|-------------|----------|-----------|-------------|----------|------------|-----------|----------|-----------|--------|
| • | 中文姓名 Name in Chinese | | | | | | | | | | | |
| | 英文姓名 Name i | n English | | | | | | | | | | |
| | 姓氏 Surname | | | | | | | | | | | |
| | 名字 Other Names | | | | | | | | | | | |
| | 前用姓名 Previous Names | | | | | | | | | | | |
| | 別名 Alias | 中文 | Chinese | | | | | 英文E | nglish | | | |
| | | 中文 | Chinese | | | | | 英文E | nglish | | | |
| 18 | 香港通訊地址 Hong Kong Correspondence Address | | | | | | | | | | | |
| | | 香港/HON | NG KON | lG | | | | | | | | |
| | | | (本處不拉 | 納郵政信 | 箱號碼 Po | st office b | ox numb | bers are n | ot accept | able) | | |
| 19 | 電郵地址 Email Address | | | | | | | | | | | |
| 20 (須在 PI-NNC5 頁 填報完整 | 身分識別 Ident (a) 香港身分體 Partial Number | | entity Card | | | | | | * | * | * | (*) |
| 身分識別號碼 Provide full identification number in PI-NNC5 sheet) | (b) 護照 Passport | | 簽發國家/ | /地區 iss | suing Cou | ntry / Reg | ion | 部 | 分號碼 | Partial | Number | |
| 3 B. | 公司秘書(法/ | 人團體) Compa | any Secre | tary (Bo | ody Coi | porate) | | | | | | |
| | 中文名稱 Name in Chinese | | | | | | | | | | | |
| | 英文名稱 Name in English | | | | | | | | | | | |
| 22 | 香港地址 Hong Kong Address | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | NG KON | 1G | | | | | | | | |
| | | (本處不接納「輯 | | | 部 'Care | of' addres | ses or p | ost office | box numl | pers are | not accep | table) |
| 19 | 電郵地址 Email Address | | | | | | | | | | | |
| | 公司編號 Compa | ny Number | | | | | | | | | | |

個 9 董事 Directors

| | Α. | 直着 | (白 鉄 | 11 | Director (Natural Person) |
|--|----|----|------|----|---------------------------|
|--|----|----|------|----|---------------------------|

| Α. | 董事(自然人) (如超過一名董事屬自 | | | | Sheet C if i | more than | 1 direc | tor is a na | tural pers | on) | | |
|---|--|-----------|---------------|----------|--------------|-------------|---------|-------------|------------|----------|---------|--------|
| 23 | 中文姓名 Name in Chinese | | | | | | | | | | | |
| | 英文姓名 Name in | n English | | | | | | | | | | |
| | 姓氏 Surname | | | | | | | | | | | |
| | 名字 Other Names | | | | | | | | | | | |
| | 前用姓名 Previous Names | | | | | | | | | | | |
| | 別名 Alias | 中 | 文 Chinese | | | | | 英文E | nglish | | | |
| | | 中 | 文 Chinese | | | | | 英文E | nglish | | | |
| 24 須在 PI-NNC5 頁 真報董事 | 通訊地址 Correspondence Address | | | | | | | | | | | |
| 語常住址 Provide | | | | | | | | | | | | |
| lirector's usual esidential ddress in PI-NNC5 sheet) | 國家/地區 Country/Region | | | | | | | | | | | |
| - | | | (本處不持 | 接納郵政信箱 | 的號碼 Pos | t office bo | x numb | ers are no | ot accepta | ible) | | |
| 25 | 電郵地址 Email Address | | | | | | | | | | | |
| 26 須在 PI-NNC5 頁 | 身分識別 Identi (a) 香港身分證證 Partial Numbe | | Identity Card | | | | | | * | * | * | (*) |
| 真報完整 分分識別號碼 Provide full dentification umber in | (b) 護照 Passport | | 簽發國家 | /地區 Issu | uing Count | try / Regio | on | 部 | 分號碼 | Partial | Number | |
| PI-NNC5 sheet) | | | | | | | | | | | | |
| 28 | 提示 Advisory Note 所有公司董事均應閱讀公司註冊處編製的〈董事實任指引〉,並熟悉該指引所概述的董事一般責任。 All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. | | | | | | | | | | | |
| 29 | 出任董事職位 | 同意書 Cor | nsent to Act | as Direc | tor | | | | | | | |
| | 本人同意在公 I consent to be of 18 years. | | | | | | | | hat I ha | ave atta | ained t | he age |
| | 簽署 Signed : | | | | | | | | | | | |
| | , a 0.9 | | | | | | | | | | _ | |

| 16 | 9 | 董事 Directors | (續上頁 cont'd) | |
|----|----|--------------------------|--|------------------------------------|
| | В. | | Director (Body Corporate) 剛體,請用鑽頁 D 填報 Use Continuation Sheet D if more than 1 director is | a body corporate) |
| | | 中文名稱 Name in Chinese | | |
| | | 英文名稱 Name in English | | |
| 27 | | 地址 □ | | |
| | | Address | | |
| | | | | |
| | | | | |
| | | 國家/地區 Country/Region | | |
| | | _ | (本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office | ce box numbers are not acceptable) |
| 25 | | 電郵地址 Email Address | | |
| | | 公司編號 Company (只適用於在香港註冊的 | Number 法人團體 Only applicable to body corporate registered in Hong Kong) | |
| | | | | |
| 28 | | All directors of | 提示 Advisory Note 均應閱讀公司註冊處編製的(董事實任指引),並熟悉該指引 f the company are advised to read 'A Guide on Directors' pistry and acquaint themselves with the general duties of direc | Duties' published by the |
| 29 | | | 意書 Consent to Act as Director | 甘苦 車。 |
| | | I, being authorize | an Mak புரை we be படக்க (A) Comporate, confirm that the body impany on its registration. | |
| | | 文庫 Signed · | | |

法人團體的董事/公司秘書/復授權人士*
Director/Company Secretary/Authorized Person of the Body Corporate*

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

| 10 | | 引的草程文件 Constitutional Document(s) of the Company :表格交付的章程文件名稱 Name(s) of the Constitutional Document(s) D | elivered wit | th this Form | ı |
|------|-----|---|------------------------|--------------|--------------------------|
| | | | | | |
| 11 | | 月成員分擔支付的款額的決議 Resolution Declaring Amoun ^{預於} 擔保有限公司 ^{Only applicable to a <u>company limited by guarantee</u>)} | t of Contr | ibution by | / Member |
| | | 表格交付的決議的日期 of the Resolution Delivered with this Form | Ħ DD | 月MM | 年 YYYY |
| 6 12 | 成貞 | 員陳述書 Statement of Member | Н ОО | 月 IVIIVI | 24 -1111 |
| | 本人 | 現核證 I certify that: | | | |
| | (a) | 公司的成員的法律責任沒有被某條例所限定,或是按照法律 The liability of the members of the company is not limited b according to law. | | | |
| | (b) | 公司的成員同意申請註冊 Members Assent to the Registration 請在週用的空格內加上 ✓ 號 Please tick the relevant box | | | |
| | | □ 在為將公司註冊為擔保有限公司而召開的公司成員大會上成員同意將公司註冊為擔保有限公司。 There is assent to the registration of the company as a comp least 75% of the members present at a general meeting of t purpose. | any limite he compa | d by guara | ntee by at ed for the |
| | | □ 在為將公司註冊為無限公司而召開的公司成員大會上,通 將公司註冊為無限公司。 There is assent to the registration of the company as an unlin the members present at a general meeting of the company cor | nited comp | pany by a i | najority of |
| | (c) | 本人為公司的成員或獲其授權人士(如成員為法人團體)並獲 I am a member of this company or an authorized person of a mem (if applicable) and am authorized by the other members to sign this | ber, which | | |
| | (d) | 名列本表格內的每一名屬自然人的公司秘書通常居於香港。 Each of the company secretaries named in this form who is a na | itural pers | on ordinar | ily resides |

(f) 隨本表格交付的文件的文本與公司備存的正本文件相同。
The copy (copies) of document(s) delivered together with this form is (are) the same as the

(e) 本表格所載的資料、陳述及詳情均屬準確,並與公司的章程文件內的資料、陳述及詳情

The information, statements and particulars contained in this form are accurate and consistent

original document(s) kept by the company.

with those contained in the company's constitutional document.

(g) 公司已遵守《公司條例》中就有關合資格公司註冊的所有規定。 All the requirements of the Companies Ordinance in respect of the registration of an eligible company have been complied with.

| | 本表格包括下列續頁/PI-N | INC5頁 T | his Form | includes 1 | he follow | ring Continuation Sheet(s) / PI-NNC5 Sheet(s) |
|---|--------------------------|---------|----------|------------|-----------|---|
| | 續頁 Continuation Sheet(s) | Α | В | С | D | PI-NNC5 (<u>不會</u> 供公眾查閱 <u>NOT</u> for Public Inspection) |
| | 頁數 Number of pages | | | | | 頁數 Number of pages |
| 6 | 簽署 Signed: | | | | | |

| 姓名 Name: | | 日期 Date: | | |
|----------|-----------|----------|-------------|-----------------|
| | 成員 Member | | ∃ DD | / 月 MM / 年 YYYY |

in Hong Kong.

相符。

表格 NNC5

續頁 A Continuation Sheet A

| 15 成員詳情 (第 7 項) Details of Members (Section | on 7) |
|---|-------|
|---|-------|

| 中文姓名/名稱 Name in Chinese | | | | | |
|--|--|--|----------------|---------------------|--|
| 英文姓名/名稱 Name in English | | | | | |
| 地址 Address | | | | | |
| | | | | | |
| 國家/地區 Country/Region | | | | | |
| 認購的股本 Share Capital Subscribed # | 股份的類別 (如普通股/優先股等) Class of Shares (e.g. Ordinary/Preference etc.) | 向該成員發行的股份數目 Shares Issued to the Member | | | |
| | | 總數 Total Number | 貨幣 Currency | 總款額 Total Amount | |
| | | | | | |
| | | | | | |
| | 總值 Total | | | | |
| | | | | | |
| 中文姓名/名稱 Name in Chinese | | | | | |
| 英文姓名/名稱 Name in English | | | | | |
| 地址 | | | | | |
| Address | | | | | |
| | | | | | |
| 國家/地區 Country/Region | | | | | |
| 認購的股本 | 股份的類別 | 向該成員發行的股份數目 | | | |
| Share Capital Subscribed # | (如普通股/優先股等) Class of Shares | Shares Issued to the Member 總數 貨幣 總軟額 | | | |
| | (e.g. Ordinary / Preference etc.) | Total Number | Currency | Total Amount | |
| | | | | | |
| | | | | | |
| | 總值 Total | | | | |

續頁 B Continuation Sheet B

| 16 公司 | 可秘書詳情(| 第8項) | Details of | Compa | any Sec | retary | (Secti | on 8) | | | | |
|----------------------------|-----------------------------|-------------------------|---------------|-----------|-------------|------------|-----------|------------|------------|----------|------------|--------|
| A. | 公司秘書(自然 | 太人) Compa | any Secreta | ry (Nat | ural Pers | on) | | | | | | |
| • | 中文姓名 Name in Chinese | | | | | | | | | | | |
| | 英文姓名 Name in | n English | | | | | | | | | | |
| | 姓氏 Surname | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | 名字 Other Names | ; | | | | | | | | | | |
| | 前用姓名 Previous Names | | | | | | | | | | | |
| | mit As | - + | 文 Chinese | | | | | 英文 | English | | | |
| | 別名 Alias | | | | | | | | | | | |
| _ | | 中 | 文 Chinese | | | | | 英文 | English | | | |
| 18 | 香港通訊地址 Hong Kong | | | | | | | | | | | |
| | Correspondence Address | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | 香港/HO | | | 信箱號碼 P | ant office | a hav nun | ahara ara | not cocon | toblo) | | |
| 19 | 電郵地址 | | (平)地下: | [安司7里P基义] | IEAEWIWY F | USI UIIIC | e box mun | ibers are | not accept | iabic) | | |
| | Email Address | | | | | | | | | | | |
| 20 | 身分識別 Ident | ification | | | | | | | | | | |
| 程在 -NNC5 頁 | (a) 香港身分體 Partial Number | 部分號碼 er of Hong Kong | Identity Card | | | | | | * | * | * | (*) |
| 報完整 分識別號碼 | (b) 護照 | | , | | | | | | | | | |
| ovide full entification | Passport | | | | | | | | | | | |
| -NNC5 sheet) | | | 簽發國家/ | | | | | 1 | 部分號碼 | Partial | Number | |
| 21 B. | 公司秘書(法) | (團體) Con | npany Secre | etary (E | Body Cor | porate | 9) | | | | | |
| | 中文名稱 Name in Chinese | | | | | | | | | | | |
| | Name in Chinese | | | | | | | | | | | |
| | 英文名稱 | | | | | | | | | | | |
| | Name in English | | | | | | | | | | | |
| | | | | | | | | | | | | |
| 22 | 香港地址 Hong Kong | | | | | | | | | | | |
| | Address | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | 香港/HO | | | Arthhrat (A | -61 | | | | | | 4-6/-> |
| • | ■ 67 14. 23 | (本處个接納 | 7「轉交」地址9 | 以野政(言義 | 号统姆 Care | or add | resses or | post offic | ce box num | pers are | тої ассері | table) |
| 19 | 電郵地址 Email Address | | | | | | | | | | | |
| | 公司編號 Compa | ny Number | | | | | | - [| | | | |

續頁 C Continuation Sheet C

| | 中文姓名 Name in Chinese | | | | | | | | | | | |
|--|---|-----------------|---|------------------|--------------|-----------|-------------|-------------|----------|--------|----------|--|
| | 英文姓名 Name | ne in English | | | | | | | | | | |
| | 姓氏 Surnan | E . | | | | | | | | | | |
| | 名号 Other Name | | | | | | | | | | | |
| | 前用姓名 Previous Names | | | | | | | | | | | |
| | 別名 Alias | 中 | 文 Chinese | | | ; | 英文 Eng | lish | | | \equiv | |
| | Allas | н- | 文 Chinese | | | | 英文 Eng | ilieh | | | | |
| (須在 PI-NNC5 頁 填報董事 通常住址 Provide | 通訊地址 Correspondence Address | | X Clillese | | | | XX LIII | Justi | | | | |
| director's usual residential address in PI-NNC5 sheet | DE ale Zalu T | <u> </u> | | | | | | | | | = | |
| | Country / Region | on | (本處不接 | 納郵政信箱號碼 P | st Office bo | ox number | s are not a | acceptab | le) | | | |
| | 電郵地址 Email Address | | | | | | | | | | | |
| | 身分識別 Ider (a) 香港身分置 Partial Numl | | dentity Card | | | | | * | * | * | (*) | |
| 身分識別號碼 Provide full identification | (b) 護照 Passport | | **** | kk W leaving Cou | ata / Dagio | | w | / Chib visi | Doutiel | Number | | |
| number in PI-NNC5 sheet _ | t) | | 簽發國家/地區 Issuing Country/Region <u>部分號碼</u> Partial Number | | | | | | | Number | | |
| 28 | 提示 Advisory Note 所有公司董寧均應閱讀公司註冊處編製的《董亭實任指引》,並熟悉該指引所概述的董寧一般責任。 All directors of the company are advised to read 'A Guide on Directors' Duties published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. | | | | | | | е | | | | |
| | 本人同意在 | 公司註冊時擔 | sent to Act as | を確認本人已 | | | | | | | | |
| | I consent to I years. | oe a director o | f the company | on its registr | ation and | I confirr | n that I | have a | attained | the ag | e of 18 | |
| | 簽署 Signed | : | | | | | | | | | | |

續頁 D Continuation Sheet D

| | - | |
|----|--------------------------|---|
| 16 | 董事(法人團 | 體)詳情 (第 9B 項) Details of Directors (Body Corporate) (Section 9B) |
| | 董事(法人團體 | Director (Body Corporate) |
| | 中文名稱 Name in Chinese | |
| | | |
| | 英文名稱 Name in English | |
| | | |
| 27 | 地址 Address | |
| | | |
| | | |
| | 國家/地區 Country/Region | |
| | | (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) |
| 25 | 電郵地址 Email Address | |
| | , | |
| | 公司編號 Compa (只適用於在香港註析 | ny Number 细纹法人删赠 Only applicable to body corporate registered in Hong Kong) |
| _ | | |
| 28 | All director | 提示 Advisory Note - 李均應閱讀公司註冊處編製的 (董事實任指引),並熟悉該指引所概述的董事一般實任。 - so f the company are advised to read 'A Guide on Directors' Duties' published by the Registry and acquaint themselves with the general duties of directors outlined in the Guide. |
| 29 | 出任董事職位 | 同意書 Consent to Act as Director |
| | I, being author | 人團體授權確認上述法人團體同意在公司註冊時擔任其董事。 rized by the above body corporate, confirm that the body corporate consents to be a company on its registration. |
| | | |
| | | |
| | 簽署 Signed : | |
| | | 法人團體的董事/公司秘書/獲授權人士* |

Director/Company Secretary/Authorized Person of the Body Corporate*

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

PI-NNC5

擬註冊的公司英文或中文名稱 English OR Chinese Company Name to be Registered 公司秘書/董事(自然人) - 受保護資料 Company Secretary / Director (Natural Person) -Protected Information 公眾紀錄不會顯示此頁 This page will not be shown on the public record 請於本頁申報公司秘書的香港身分證或護照的完整號碼。 The full number of Hong Kong Identity Card or passport of the company secretary should be reported on this page. - 請於本頁申報董事的香港身分證或護照的完整號碼及通常住址。 The full number of Hong Kong Identity Card or passport and usual residential address of the director should be reported on this page. (每一頁 PI-NNC5 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-NNC5 頁填報。 Each PI-NNC5 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-NNC5 sheet(s).) 請在適用的空格內加上 ✓ 號 Please tick the relevant box(es) 身分 公司秘書 董事 Capacity Company Secretary Director 17 23 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 (a) 香港身分證(完整號碼) () Hong Kong Identity Card (Full Number) 簽發國家/地區 Passport Issuing Country / Region Full Number ② 董事的 通常住址 Usual Residential Address of Director



國家/地區 Country/Region

請勿覆蓋此頁內的條碼

DO NOT COVER THE BARCODES ON THIS PAGE

(交付表格NNC5 時,講將所有 PI-NNC5 頁面於最後。 Please place all PI-NNC5 sheets at the end when delivering the Form NNC5.)



(公司條例) (香港法例第 622 章) 第 807(2)條規定交付的

合資格公司的註冊申請

填表須知 — 表格 NNC5

附註

引言

- 1. 合資格公司可以本表格向公司註冊處處長(「處長」)申請,將公司註冊為擔保有限公司或無限公司。本表格必須連同合資格公司的每份章程文件的文本;及(如屬要求註冊為擔保有限公司的申請)符合《公司條例》第810(2)條的決議的文本一併交付。
- 請劃一以中文或英文填報各項所需資料。如以中文填報,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。
- 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。公司註冊處會以傅真方式通知提交人親身領取「公司註冊證明書」。如提交人委託他人代領,需簽署授權書。
- 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。

費用

5. 本表格必須連同正確的註冊費用一併交付,否則公司註冊處不會接納。有關所需費用的詳 情,請參閱(公司(費用)規例)。如以港幣劃線支票繳付費用,拍頭請註明「公司註冊處」。 請勿郵客現金。

簽署

6. 本表格必須由一名名列本表格內的成員簽署並核證第12項「成員陳雄書」內的各項陳述。 如成員屬法人團體,本表格必須由該法人團體的董事、公司秘書或獲該法人團體授權的人 士簽署。公司註冊處不接納未簽妥的表格。

擬註冊的公司名稱 (第1項)

- 7. (a) 請填報合資格公司的公司名稱。
 - (b) 如合資格公司要求註冊為**擔保有限公司**,其擬註冊的公司英文名稱的最後一個字須為 "Limited",而擬註冊的公司中文名稱的最後 4 個中文字須為 "有限公司"。

擬註冊的公司類別 (第2項)

- 8. (a) 如公司沒有股本及公司的章程文件將其成員的法律責任限於該成員藉章程文件承諾在公司清盤時支付作為公司資產的款額,該公司即屬「擔保有限公司」。
 - (b) 如公司的成員的法律責任並無上限,該公司即屬「無限公司」。
 - (c)如公司的章程文件限制成員轉讓股份的權利、將成員最高人數限於50人及禁止邀請公 眾人士認購該公司的任何股份或債權證;而公司亦不屬擔保有限公司,該公司即屬「私 人公司」。如公司既不屬私人公司亦不屬擔保有限公司,則公司即屬「公眾公司」。
 - (d) 如有需要,請就選擇合適的公司類別尋求獨立的法律意見。

公司在香港的註冊辦事處的地址 (第3項)

 請在本項填報公司在香港的註冊辦事處的詳細地址。本處不接納非香港地址、「轉交」地 址或郵政信箱號碼。

電郵地址 (第4項)

10. 請提供公司的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改,請以表格 NR1通知公司註冊處。

擔保有限公司的成員人數及成員的法律責任 (第 5 項)

- 11. 請註明公司**建議**註冊的成員<u>人數</u>, <u>不可</u>填上「無限」。
- 12. 每名身為合資格公司的成員的人,須承諾若該公司在該人是該公司的成員期間或不再是該公司的成員之後的一年內清盤,該人會分擔支付該人須付的一筆不超過指明款額的款額,作為該公司的資產,以一
 - (a) 支付該公司在該人不再是該公司的成員之前所訂約承擔的債項及債務;
 - (b) 支付該公司清盤的費用及開支;及
 - (c) 調整分擔人之間的權利。

請在本項註明不同類別的成員所承諾分擔支付的款額。

公司註冊時的股本及股份持有情況 (第6項)

13. 有股本的無限公司必須填報其註冊時的股本及股份持有情況。以下例子只供參考。

例: 甲乙丙無限公司在註冊時發行 10,000 股普通股,而成員認購的股本總額為 20,000 元,已繳付或視為已繳付的款額為 10,000 元。

| 股份的類別 (如普通股/優先股等) Class of Shares (e.g. Ordinary/ Preference etc.) | 已發行股份 的總數 Total Number of Shares Issued | 貨幣 Currency | 成員認購的 股本總額 Total Amount of Share Capital Subscribed by Members | 已發行股份的 已繳或視為 已繳的總款額 Total Amount Paid Up or Regarded as Paid Up on the Shares Issued | 已發行股份的 未繳或視為 未繳的總款額 Total Amount Unpaid or Regarded as Unpaid on the Shares Issued |
|--|--|----------------|---|--|--|
| 普通股 | 10,000 | 港元 | 20,000 | 10,000 | 10,000 |
| | | | | | |
| | | | | | |
| 總值 Total | 10,000 港 | | 20,000 | 10,000 | 10,000 |
| | 10,000 | | | | |

股份所附帶的權利的詳情 (第 6A 項)

- 14. 如公司的股本分為不同類別的股份,請就每一類股份述明該類別股份一
 - (a) 所附帶的表決權的詳情,包括只在某些情況下產生的權利;
 - (b) 所附帶的、在分派股息時參與該項分派的權利的詳情;
 - (c) 所附帶的、在分派股本時(包括清盤時進行的分派)參與該項分派的權利的詳情;及
 - (d) 是否屬可贖回股份。

成員 (第7項)

15. 請填報每名成員的資料。如註冊有股本的無限公司,請同時填報公司在其註冊時向該成員 發行的股份數目,及該成員在該公司註冊時認購的股本總額。

公司秘書及董事 (第8及9項)

- 16. (a) 公司秘書及董事的詳情,必須在本表格第8、9項及 PI-NNC5 頁內填報。
 - (b)無股本的擔保有限公司或有股本的公眾無限公司必須有一名公司秘書及最少兩名董事,公司秘書職位可由其中一名董事兼任。法人團體**不得**出任無股本的擔保有限公司或有股本的公眾無限公司的董事。
 - (c) 有股本的私人無限公司必須有一名公司秘書及最少一名是自然人的董事,公司秘書職位**不譽**同時由公司的唯一董事兼任。只有一名董事的私人無限公司**不譽**委任一個以該董事為唯一董事的法人團體作為公司秘書。

公司秘書 (第8A及8B項)

- 17. 屬自然人的公司秘書的姓名,必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人,則必須與其護照上所載的姓名一致。
- 18. 如公司秘書屬自然人,必須通常居於香港,但只須填報其在香港的通訊地址。本處不接納 非香港地址或郵政信箱號碼。
- 19. 請提供公司秘書的電郵地址(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 ND2B 通知公司註冊處。
- 20. (a) 只須填報公司秘書的香港身分證的 <u>部分號碼</u>。如該人並非香港身分證持有人,請提供 其所持護照的 部分號碼」。 京部分號碼」。

「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:

香港身分讚號碼

| 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) 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。

(c) 請另外於 PI-NNC5 頁內填報公司秘書完整的香港身分證號碼或護照號碼。PI-NNC5 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-NNC5 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 m PI-NNC5 頁填報。

- (d) 如公司秘書並非香港身分證持有人,亦沒有任何護照,則請在有關的空格內填上「無」,亦無需提交 PI-NNC5 頁。
- 21. 如某商號的所有合夥人為公司的聯名公司秘書,請在供公司秘書(法人團體)填報的空格內 (第 8B 項)填報商號名稱及其在**香港**的主要辦事處的地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。
- 22. 如公司秘書屬法人團體,請註明其在查詢的註冊辦事處或主要辦事處的地址。本處不接納 非香港地址、「轉交」地址或郵政信箱號碼。

董事 (第 9A 及 9B 項)

- 23. 屬自然人的董事的姓名,必須與其香港身分證上所載的姓名一致。如該人並非香港身分證 持有人,則必須與其護照上所載的姓名一致。
- 24. 請填報屬自然人的董事的<u>**通訊地址</u>。如屬非香港地址,請同時填報「國家/地區」一欄。本處不接納郵政信箱號碼。**</u>

請另外於 PI-NNC5 頁內填報董事的 **遞常住址**。PI-NNC5 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-NNC5 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-NNC5 頁填報。

- 25. 請提供董事的電郵地址(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 ND2B 通知公司註冊處。
- 26. (a) 請填報屬自然人的董事的香港身分證的<u>部分號碼</u>。如該人並非香港身分證持有人,請提供其所持護照的部分號碼及簽發國家/地區。有關填報身分識別的部分號碼的詳情及例子,請參閱附註20。
 - (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-NNC5 頁內填報董事完整的香港身分證號碼或護照號碼。PI-NNC5 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-NNC5 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-NNC5 頁填報。

- (d) 如董事並非香港身分證持有人,亦沒有任何護照,則請在有關的空格內填上「無」。
- 27. 如董事屬法人團體,請註明其註冊辦事處或主要辦事處的地址。如屬非香港地址,請同時 填報「國家/地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。
- 28. 所有公司董事均應閱讀公司註冊處編製的《董事責任指引》,並熟悉該指引所概述的董事一般責任。公司應把該指引發給董事參考。該指引可於公司註冊處網頁(www.cr.gov.hk) 閱覽或下載,印文本亦可於香港金鐘道 66 號金鐘道政府合署 13 和 14 樓公司註冊處的詢問處索取。
- 29. 每一名董事均須作出陳述,同意在公司註冊時擔任其董事。如董事屬法人團體,同意書必須由該法人團體的董事、公司秘書或獲該法人團體授權的人士簽署。

公司秘書/董事(自然人) - 受保護資料 (PI-NNC5)

- 30. 在 PI-NNC5 頁所填報的香港身分證號碼或護照號碼及通常住址為受保護資料。 PI-NNC5 頁及於該頁內所填報的資料,不會供公眾查閱。
 - 每一頁 PI-NNC5 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-NNC5 頁填報。
- 31. 請填報公司秘書或董事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 填報其所持護照的完整號碼及簽發國家/地區。如該董事沒持有香港身分證或任何護 照,請在有關的空格內填上「無」。如該公司秘書沒持有香港身分證或任何護照,則無 需提交 PI-NNC5 頁。
- 32. 請填報董事的通常住址,如屬非香港地址,請同時申報「國家/地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。公司秘書無需填報其通常住址。

Application for Registration of Eligible Company

For the purposes of section 807(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NNC5

Introduction

- 1. This form should be used for applying to the Registrar of Companies (the Registrar) for registration of an eligible company as a company limited by guarantee or an unlimited company. This form <u>must be accompanied by a copy of every constitutional document of the eligible company and in the case of an application for registration as a company limited by guarantee, a copy of the resolution that complies with section 810(2) of the Companies Ordinance.</u>
- 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. The Companies Registry will notify the presentor by fax to collect the Certificate of Registration in person. A written authorization will be required if the presentor sends a representative to collect the certificate.
- 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.

Fee

5. This form must be delivered with the correct registration fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. Please refer to the Companies (Fees) Regulation 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

6. A member named in this form must sign this form and <u>certify the statements made in the Statement of Member in Section 12</u>. If the member is a body corporate, this form must be signed by a director, the company secretary of the body corporate or an authorized person acting on its behalf. A form which is not properly signed will be rejected by the Companies Registry.

Company Name to be Registered (Section 1)

- 7. (a) Please fill in the name of the eligible company.
 - (b) If the company is to be registered as a company limited by guarantee, its English Company Name to be registered must have 'Limited' as the last word of that name and its Chinese Company Name to be registered must have '青腹公司' as the last 4 Chinese characters of that name.

Type of Company to be Registered (Section 2)

- 8. (a) A company is a 'company limited by guarantee' if it does not have a share capital and the liability of its members is limited by the company's articles to the amount that the members undertake, by those articles, to contribute to the assets of the company in the event of its being wound up.
 - (b) A company is an 'unlimited company' if there is no limit on the liability of its members.
 - (c) A company is a 'private company' if its articles restrict a member's right to transfer shares, limit the number of members to 50, and prohibit any invitation to the public to subscribe for any shares or debentures of the company; and it is not a company limited by guarantee. A company is a 'public company' if it is not a private company and not a company limited by guarantee.
 - (d) Please seek independent legal advice on the choice of an appropriate type of company, if necessary.

Address of the Company's Registered Office in Hong Kong (Section 3)

The full address of the company's registered office in Hong Kong must be stated in this Section. Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable.

Email Address (Section 4)

Please provide the email address of the company, if any, to facilitate electronic communication. If there
are any subsequent changes in the email address, please notify the Companies Registry by completing
Form NR1.

Number and Liability of Members of a Company Limited by Guarantee (Section 5)

- Please indicate the <u>number</u> of members with which the company proposes to register on its registration.
 Please <u>do not</u> state "unlimited".
- 12. Each person who is a member of the eligible company has to undertake that if the company is wound up while the person is such a member, or within one year after the person ceases to be such a member, the person will contribute an amount required of the person, not exceeding a specified amount, to the company's assets
 - (a) for the payment of the company's debts and liabilities contracted before the person ceases to be such a member;
 - (b) for the payment of the costs and expenses of winding up the company; and
 - (c) for the adjustment, among the contributories, of their rights.

Please state the amount undertaken to be contributed by each class of members in this Section.

Share Capital and Shareholdings on the Company's Registration (Section 6)

- An unlimited company with a share capital must state the details of the share capital and shareholdings on its registration. An example is provided below for reference only.
 - e.g. ABC Company, an unlimited company, has initial shareholdings of 10,000 ordinary shares on its registration. The total amount of share capital subscribed by members is HKD20,000, of which the amount paid up or regarded as paid up is HKD10,000.

| 股份的類別 (如普通股/優先股等) Class of Shares (e.g. Ordinary/ Preference etc.) | 已發行股份 的總數 Total Number of Shares Issued | 貨幣 Currency | 成員認購的 股本總額 Total Amount of Same Capital Subscribed by Members | 已發行股份的 已繳或視為 已繳的總款額 Total Amount Paid Up or Regarded as Paid Up on the Shares Issued | 已發行股份的 未繳或視為 未繳的總款額 Total Amount Unpaid or Regarded as Unpaid on the Shares Issued |
|--|--|----------------|--|--|--|
| | | | (a) | (b) | (a) - (b) |
| Ordinary | 10,000 | HKD | 20,000 | 10,000 | 10,000 |
| | | | | | |
| | | | | | |
| 總值 Total | 10.000 | HKD | 20,000 | 10,000 | 10,000 |
| | 10,000 | | | | |

Particulars of Rights Attached to Shares (Section 6A)

- 14. If the share capital of the company is to be divided into different classes of shares, please state for each class of shares
 - (a) the particulars of any voting rights attached to the shares in class, including rights that arise only in certain circumstances;
 - (b) the particulars of any rights attached to shares in that class, as respects dividends, to participate in a distribution;
 - (c) the particulars of any rights attached to shares in that class, as respects capital, to participate in a distribution (including on a winding up); and
 - (d) whether or not shares in that class are redeemable shares.

Members (Section 7)

15. Please provide the details of each member. For registration as an unlimited company with a share capital, please also state the number of shares that the company issues to the member and the total amount of share capital subscribed by the member on the company's registration.

Company Secretary and Directors (Sections 8 and 9)

- **16.** (a) The details of the company secretary and directors must be reported in Sections 8, 9 and PI-NNC5 sheet of this form.
 - (b) A company limited by guarantee without a share capital or a public unlimited company with a share capital must have a company secretary and at least two directors, one of whom may be the company secretary. It must <u>not</u> have a body corporate as its director.
 - (c) A private unlimited company with a share capital must have a company secretary and at least one director who is a natural person. The sole director of a private company must <u>not</u> also be the company secretary. A private unlimited company having only one director must <u>not</u> have a body corporate as its company secretary the sole director of which is the sole director of the private company.

Company Secretary (Sections 8A and 8B)

- 17. The name of the company secretary who is a natural person must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.
- 18. If the company secretary is a natural person, he or she must ordinarily reside in Hong Kong, but he or she is only required to provide the <u>correspondence address in Hong Kong</u>. Non-Hong Kong addresses or post office box numbers are not acceptable.
- 19. Please provide the email address of the company secretary, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form ND2B.
- 20. (a) Only the <u>partial number</u> of the Hong Kong Identity Card of the company secretary or, in the absence of a Hong Kong Identity Card, the <u>partial number</u> and issuing country/region of the passport of the company secretary is required. Please provide the partial number according to the description of "Partial number" below:

Partial number means -

- 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.

e.g.

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) Please <u>DO NOT</u> 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 company secretary separately on a PI-NNC5 sheet. PI-NNC5 sheet and the information reported therein are withheld from public inspection.
 - Each PI-NNC5 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-NNC5 sheet(s).
- (d) If the company secretary holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NNC5 sheet.
- 21. If all the partners in a firm are joint company secretaries of the company, please state the name of the firm and the address of its principal office in <u>Hang Kong</u> in the boxes provided for Company Secretary (Body Corporate) (Section 8B). Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable.
- 22. If the company secretary is a body corporate, the address of its registered or principal office in <u>Hona Kona</u> should be given. Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable.

Directors (Sections 9A and 9B)

- 23. The name of director who is a natural person must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.
- 24. Please provide the <u>correspondence address</u> of a director who is a natural person. If a non-Hong Kong address is given, please also complete the box for 'Country/ Region'. Post Office box numbers are not acceptable.
 - Please report the <u>usual residential address</u> of the director separately on a PI-NNC5 sheet. PI-NNC5 sheet and the information reported therein are withheld from public inspection.
 - Each PI-NNC5 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-NNC5 sheet(s).
- 25. Please provide the email address of the director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form ND2B.
- 26. (a) Please provide the <u>partial number</u> of the Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the <u>partial number</u> and issuing country/region of the passport of the director who is a natural person. Please refer to Note 20 on the details and examples of <u>partial number</u>.
 - (b) Please <u>DO NOT</u> 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 director separately on a PI-NNC5 sheet. PI-NNC5 sheet and the information reported therein are withheld from public inspection.
 - Each PI-NNC5 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-NNC5 sheet(s).
 - (d) If the director holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.
- 27. If the director is a body corporate, the address of its registered or principal office should be given. If a non-Hong Kong address is given, please also complete the box for 'Country / Region'. 'Care of addresses or post office box numbers are not acceptable.
- 28. All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. Companies should provide copies of the Guide to their directors for information and reference. The Guide is accessible on the Companies Registry's website (www.cr.gov.hk). Hard copies are also available at the information counters of the Companies Registry on the 13th and 14th floors of the Queensway Government Offices, 66 Queensway, Hong Kong.

29. Every director shall make a statement that he or she has consented to be a director of the company on the company's registration. If the director is a body corporate, the statement must be signed by a director, the company secretary of the body corporate or an authorized person acting on its behalf.

Company Secretary / Director (Natural Person) - Protected Information (PI-NNC5)

- Hong Kong Identity Card number or passport number and usual residential address reported on PI-NNC5 sheet are protected information. PI-NNC5 sheet and the information reported therein are withheld from public inspection.
 - Each PI-NNC5 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-NNC5 sheet(s).
- 31. Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the full number and issuing country/region of the passport of the company secretary or director. If the director holds neither a Hong Kong Identity Card nor a passport, please state 'Nii' in the boxes provided. If the company secretary holds neither a Hong Kong Identity Card nor a passport, there is no need to submit a PI-NNC5 sheet.
- 32. Please state the usual residential address of the director. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. 'Care of' addresses or post office box numbers are not acceptable. A company secretary is not required to report such information.



註冊非香港公司的註冊申請書 Application for Registration as Registered Non-Hong Kong Company

| ote | | | | Form | N |
|-----|----|---|-----------------|-------------|----------|
| 1 | 公 | 司名稱 Company Name | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 2 | | ナ版本物 Place of Incorporation | | | |
| 2 | P) | 立所在地 Place of Incorporation | | | |
| | | | | | |
| 3 | 力 | 香港的主要營業地點 Principal Place of Business in Hon | a Kona | | |
| · | | 在香港設立營業地點的日期 | gg | | _ |
| | | Date of Establishment of the Place of Business in Hong Kong | | | |
| | | | ∃ DD | 月MM | 年Y |
| | • | 在香港的主要營業地點的地址 Address of the Principal Place of B | | | |
| | | | | | |
| | | | | | |
| | | 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 offic | e box numbers a | are not acc | eptable) |
| | (c | 電郵地址 Email Address | | | |
| | | | | | |
| _ | | | | | |
| | | 、資料 Presentor's Reference 請勿填寫本欄 For Name: | Official Use | | |
| | | Address: | | | |
| | | | | | |
| | | | | | |
| • | 話 | Fel: 傳真 Fax: | | | |
| | | Email: | | | |
| 椎 | 計號 | Reference: | | | |

4 在成立所在地的辦事處 Offices in the Place of Incorporation

| | (a) | | 地的註冊辦事處 (或等同於註冊辦事處的地點) 的地址 ne Registered Office (or its equivalent) in the place of incorporation |
|--|-------------|--|--|
| | | | |
| | | | |
| | | | |
| | | 國家/地區 Country Regio | E I |
| | (b) | *** | (本庭不接納「轉交」地址 'Care of' addresses are not acceptable) |
| | (D) | | 地的主要營業地點(如有的話)的地址 ne Principal Place of Business (if any) in the place of Incorporation |
| | | | |
| | | | |
| | | Databa Zalum | THE STATE OF THE S |
| | | 國家/地區 Country Region | (本底不接納「轉交」地址 'Care of' addresses are not acceptable) |
| 9 | (c) | 電郵地址 En | |
| | | | |
| _ | | | き權代表 Authorized Representative in Hong Kong |
| Α | | | 然人) Authorized Representative (Natural Person) 表屬自然人,請用續頁 A 填報 Use Continuation Sheet A if more than 2 authorized representatives are natural persons) |
| 1 | | て姓名 ne in Chinese | |
| | 英文 | 文姓名 Name in | English |
| | | 姓氏 Surname | |
| | | 名字 Other Names | |
| | | 卷地址 ng Kong | |
| | | dress | |
| | | | |
| | | | 香港 / HONG KONG |
| • | | 鄭地址 | (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) |
| Œ | | 파 씨도 세도 ail Address | |
| 12 (須在 PI-NN1 頁 | | 分識別 Identif 香港身分證 <u>部</u> <u>Partial Number</u> | |
| 填報完整 身分識別號碼 Provide full | (b) | 護照 Passport | |
| identification number in PI-NN1 sheet) | 35 I | 壬日期 Date of A | 簽發國家 / 地區 Issuing Country / Region <u>部分號磚 Partial Number</u> Appointment |
| | 3K-1 | 1 1 7 Date 01 / | 日 DD 月 MM 年 YYYY |
| | | | 第二頁 Page 2 |

表格 Form NN1

● 5 在香港的獲授權代表 Authorized Representative in Hong Kong (續上頁 contd)

| | A. 獲授權代表(自 | ョ然人) Auth | orized Rep | resentative (| Natur | al Person |) | | | | |
|----------------------------|---|---------------|---------------|--|-----------|---------------|-----------------|-----------|------------|----------|------------|
| | 2 中文姓名 Name in Chinese | | | | | | | | | | |
| | 英文姓名 Name in | n English | | | | | | | | | |
| | 姓氏 | | | | | | | | | | |
| | Surname | : | | | | | | | | | |
| | 名字 Other Names | | | | | | | | | | |
| | 香港地址 Hong Kong Address | | | | | | | | | | |
| | | | | | | | | | | | |
| | | 香港/HO | ONG KOI | NG. | | | | | | | |
| | | | | 新政信箱號碼 'Ca | aro of' c | ddrassas ar i | and office | hov num | hore are | not acco | ntahla) |
| • | 電郵地址 Email Address | (平成175次前7 | 一种又] 地址以 | (到以)合相》如约 O | 21 C O1 C | duresses or p | Jost Office | DOX HUITI | bers are i | not acce | ptable) |
| • | 身分識別 Identifi | ication | | | | | | | | | |
| 12 百在 -NN1 頁 | (a) 香港身分證 | | Identity Card | | | | | * | * | * | (*) |
| 報完整 分識別號碼 ovide full | (b) 護照 Passport | | | | | | | | | | |
| entification mber in | | | 簽發國家/ | /地區 Issuing C | ountry | / Region | 部 | 分號碼 | Partial | Numbe | <u>r</u> |
| -NN1 sheet | t) 委任日期 Date of | f Appointment | | | | | | | | | |
| | | | | | | ∃ DD | | 月MM | | 年Y | YYY |
| | B. 獲授權代表(引 (知超過一名獲授權/ natural person) | | | | | | | | | sentativ | e is not a |
| | 請在適用的空格內加 Please tick the relev | | A firm | 行或律師法團 of solicitors or itor corporation | | | 計師事 CPA firm | | | | е |
| | 中文名稱 Name in Chinese | | | | | | | | | | |
| | 英文名稱 Name in English | | | | | | | | | | |
| 13 | 香港地址 Hong Kong Address | | | | | | | | | | |
| | | | | | | | | | | | |
| | | 香港/HO | | | | | | | | | |
| _ | | (本處不接納 | 「轉交」地址或 | 郵政信箱號碼 'Ca | re of a | ddresses or p | ost office b | ox numb | ers are n | ot accep | table) |
| 0 | 電郵地址 Email Address | | | | | | | | | | |
| | 委任日期 Date of | f Appointment | | | L | | | | | | |
| | | | | | | | | H DADA | | A# \/\ | ^^/ |

6 公司秘書 Company Secretary

《知超過一名公司秘書廳自然人或法人團體,請用讀頁 B 填報 Use Continuation Sheet B if more than 1 company secretary is a natural person or a body corporate)

A. 公司秘書(自然人) Company Secretary (Natural Person) Name in Chinese 英文姓名 Name in English 姓氏 Surname 名字 Other Names 前用姓名 **Previous Names** 中文 Chinese 英文 English 別名 Alias 中文 Chinese 英文 English ø 通訊地址 Correspondence Address 國家/地區 Country / Region (本處不接納郵政信箱號碼 Post office box numbers are not acceptable) 電郵地址 16 Fmail Address 1 身分識別 Identification (a) 香港身分證部分號碼 (*)Partial Number of Hong Kong Identity Card PI-NN1 ₽ 班報宗整 (b) 護照 身分識別號碼 Provide full identification Passport 簽發國家/地區 Issuing Country/Region 部分號碼 Partial Number number in PI-NN1 sheet) 委任日期 Date of Appointment 日 DD 月MM 年 YYYY B B. 公司秘書(法人團體) Company Secretary (Body Corporate) 中文名稱 Name in Chinese 英文名稱 Name in English 地址 19 Address 國家/地區 Country/Region (本處不接納「轉交」地址 'Care of' addresses are not acceptable)

月MM

委任日期 Date of Appointment

(只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

日 DD

16

電郵地址 Email Address 公司編號 Company Number

7 董事 Director

A. 董事(自然人) Director (Natural Person)

《如超過兩名董事廳自然人,請用讀賈 C 填報 Use Continuation Sheet C if more than 2 directors are natural persons) 請在適用的空格內加上 ✓ 號 Please tick the relevant box(es)

| 20 1 | 身分 | 董事 | 候補董導 | ī. | 代替 Altern | nate to | | |
|----------------------------|-------------------------|--------------------|-------------------|----------------|-----------------|---------------------|--------------|--------|
| | Capacity | Director | Alternate | Director | | | | \neg |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| _ | | | | | | | | _ |
| 14 | 中文姓名 Name in Chinese | | | | | | | |
| | Name in Chinese | | | | | | | |
| | | | | | | | | |
| | | | | | | | | _ |
| | 英文姓名 Name in | English | | | | | | _ |
| | | | | | | | | |
| | 姓氏 Surname | | | | | | | |
| | Sumame | | | | | | | |
| | ı. | | | | | | | = |
| | 名字 | | | | | | | |
| | Other Names | | | | | | | |
| | | | | | | | | |
| | 前用姓名 「 | | | | | | | = |
| | Previous Names | | | | | | | |
| | | | | | | | | |
| | L | 中文(| hinese | | 兹 | 文 English | | _ |
| | 別名 | TA 4 | rillicoc | | ^ | Lingiisii | | |
| | Alias | | | | | | | |
| | | | | | | | | |
| | ı | 中文(| hinese | | 英 | 文 English | | _ |
| 21 | 通訊地址 | | | | | | | |
| (須在 | Correspondence | | | | | | | |
| PI-NN1 頁 | Address | | | | | | | 4 |
| 填報董事 | | | | | | | | |
| 通常住址 Provide | | | | | | | | |
| director's usual | İ | | | | | | | Ħ |
| residential address in | | | | | | | | |
| PI-NN1 sheet) | Į. | | | | | | | - |
| | 國家/地區 | | | | | | | |
| | Country / Region | | | | | | | |
| | | | (本處不接納郵政信箱 | 游號碼 Post offic | e box numbers a | re not acceptable) | | |
| 16 | 電郵地址 | | | | | | | \neg |
| • | Email Address | | | | | | | |
| | l | | | | | | | _ |
| 17 | 身分識別 Identific | ation | | | | | | |
| (須在 | (a) 香港身分證音 | | | | | - JL - | ا ماه ا ما | . \ |
| PI-NN1 頁 | Partial Number | of Hong Kong Ident | ty Card | | | * * | k * (* | •) |
| 填報完整 | (b) 護照 | | | | | | | = |
| 身分識別號碼 Provide full | Passport | | | | | | | |
| identification | | 36 i | 设國家/地區 iss | uing Country / | Region | 部分號碼 Pa | rtial Number | _ |
| number in PI-NN1 sheet) | | ~ | | 3 | J - | | | |
| | | | | _ | | | 1 | _ |
| | 委任日期 Date of | Appointment | | | | | | |
| | | | | _ | 日 DD | 月 MM | 年 YYYY | _ |

- 7 董事 Director (續上頁 cont'd)
- A. 董事(自然人) Director (Natural Person)

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

| | | MATERIAN STREET SO | | | . (/ | | | |
|-----------------------------|------|------------------------|---------------------|------------------|-----------------|--------------------|---------------------|-------------|
| 20 | 2 | 身分 | 董事 | 候 | 非董事 | 代替 Alter | rnate to | |
| _ | | Capacity | Director | _ | rnate Director | | | |
| | | Jupuoity | Director | 7110 | indic Director | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| • | | 中文姓名 | | | | | | |
| 14 | | Name in Chinese | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | 英文姓名 Name i | n English | | | | | |
| | | XXXX INCIDE | II Eligiisii | | | | | |
| | | 姓氏 | | | | | | |
| | | Surname | | | | | | |
| | | Carrianio | | | | | | |
| | | | | | | | | |
| | | 名字 | | | | | | |
| | | 在子 Other Names | | | | | | |
| | | Outer Hairles | | | | | | |
| | | | | | | | | |
| | | 前用姓名 Previous Names | | | | | | |
| | | Previous Names | | | | | | |
| | | | | | | | | |
| | | | 中文 | Chinese | | 妻 | 文 English | |
| | | 別名 | | | | | | |
| | | Alias | | | | | | |
| | | | | | | | | |
| | | | 中文 | Chinese | | 英 | 文 English | |
| 21 | | 通訊地址 | | | | | | |
| 質在 | | Correspondence | | | | | | |
| PI-NN1 頁 | | Address | | | | | | |
| 等報董事 | | | | | | | | |
| 語常住址 Provide | | | | | | | | |
| irector's u | sual | | | | | | | |
| esidential ddress in | | | | | | | | |
| I-NN1 she | eet) | | | | | | | |
| | | 國家/地區 | | | | | | |
| | | Country / Region | ı | | | | | |
| | | | | (木處不縫約面 | 《粉件結婚碼 Poet | office hox numbers | are not acceptable) | |
| | | | | (-1°00 1 150712) | | | | |
| 16 | | 電郵地址 | | | | | | |
| - | | Email Address | | | | | | |
| | | | | | | | | |
| 7 | | 身分識別 Identif | | | | | | |
| 質在 | | (a) 香港身分證 | | | | | * * | * (*) |
| _{男仕} N-NN1 頁 | | Partial Number | er of Hong Kong Ide | ntity Card | | | T T | 本 (本) |
| 尊報完整 | | (b) 護照 | | | | | | |
| 子分識別號 | | Passport | | | | 1 | | |
| rovide full dentificatio | | | 3 | 主会國家 / 他 | ■ Issuing Count | try / Region | 部分號碼 Par | tial Number |
| umber in | | | * | x xx mai xx / 地 | | a,, region | DP /J 37L WE COL | uiiibei |
| PI-NN1 she | eet) | | | | 1 | | 1 | |
| | | 委任日期 Date of | t Appointment | | | | | |
| | | | | | ' | ∃ DD | 月MM | 年 YYYY |

- 7 董事 Director (續上頁 cont'd)

B. 董事(法人團體) Director (Body Corporate)
(知超過兩名董事廳法人團體,請用續頁 D 填報 Use Continuation Sheet D if more than 2 directors are body corporates)

| _ | | 請在適用的空格內加」 | | the r <u>elev</u> ar | | | | |
|----|---|--|---------------------------|----------------------|-----------------------|----------------------|---|--------|
| 20 | 1 | 身分 | 董事 | | 候補董事 | 代替 Alterna | ate to | |
| | | Capacity | Director | | Alternate Director | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | 中文名稱 | | | | | | |
| | | Name in Chinese | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | 英文名稱 | | | | | | |
| | | Name in English | | | | | | |
| | | | | | | | | |
| | | M- 11 | | | | | | |
| 2 | | 地址 Address | | | | | | |
| | | Address | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | 國家/地區 | | | | | | |
| | | Country / Region | | | | | | |
| | | , | | (本處不 | 接納「轉交」地址 'Ca | are of' addresses ar | e not acceptable) | |
| 16 | | 電郵地址 | | (1,50,7) | ANT 71343 | | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | |
| • | | Email Address | | | | | | |
| | | 公司編號 Company | v Number | | | | | |
| | | (只適用於在香港註冊 | | nlicable to | hody cornorate regist | ered in Hona Kona) | | |
| | | (/\@/\/\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\ | nonzante onny up | piiodoio to | body corporato region | orou in riong riong/ | | |
| | | 委任日期 Date of A | ppointment | | | | | |
| | | | | | 1 | Ħ DD | 月MM | 年 YYYY |
| | | | | | | H 55 | /3 141141 | 4 |
| _ | | 請在適用的空格內加」 | | the r <u>elev</u> ar | | | | |
| 20 | 2 | 身分 | 董事 | | 候補董事 | 代替 Alterna | ate to | |
| | | Capacity | Director | | Alternate Director | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | 中文名稱 | | | | | | |
| | | Name in Chinese | | | | | | |
| | | | | | | | | |
| | | | l | | | | | |
| | | 常立夕報 | | | | | | |
| | | 英文名稱 Name in English | | | | | | |
| | | 英文名稱 Name in English | | | | | | |
| | | | | | | | | |
| 22 | | | | | | | | |
| 22 | | Name in English | | | | | | |
| 22 | | Name in English 地址 | | | | | | |
| 22 | | Name in English 地址 | | | | | | |
| 22 | | Name in English 地址 | | | | | | |
| 22 | | Name in English 地址 Address | | | | | | |
| 22 | | Name in English 地址 Address | | | | | | |
| 22 | | Name in English 地址 Address | | | | | | |
| | | 地址 Address 圖家/地區 Country/Region | | (本處不接 | 游「轉交」地址 'Car | e of addresses are | not acceptable) | |
| 22 | | 地址 Address 國家/地區 Country/Region | | (本處不發 | 能夠「轉交」地址 "Car | e of addresses are | not acceptable) | |
| | | 地址 Address 圖家/地區 Country/Region | | (本處不拉 | 統的「轉交」地址 'Car | e of addresses are | not acceptable) | |
| | | Name in English 地址 Address 圖家/地區 Country/Region 電郵地址 Email Address 公司編號 Compan | y Number | | | | | |
| | | 地址 Address 圖家/地區 Country Region 電郵地址 Email Address | y Number | | | | | |
| | | Name in English 地址 Address 圖家/地區 Country/Region 電郵地址 Email Address 公司編號 Compan | y Number | | | | | |
| | | Name in English 地址 Address 圖家/地區 Country/Region 電郵地址 Email Address 公司編號 Compan | y Number 的法人團體 Only ap | | | | | |
| | | Name in English 地址 Address 圖家/地區 Country Region 電郵地址 Email Address 公司編號 Compan (只鄉用於在香港莊冊 | y Number 的法人團體 Only ap | | | | | 年YYYY |

| - | OIIII | | | | | | | | |
|-----|------------------------|---|--|---|---|--|---|---|---|
| 8 | 組織 Name | 作出規 e of th | 定的 e C | 的其他文 Charter,S | 書的名称 Statutes, | ∯ Memora | ndum (ir | ncl | luding Articles, if any) or any other |
| 9 | | | | | | | | | |
| 10 | 帳目 | Accou | ınts | (請填報A | ₿B項 Please | e complete Si | ection A or B | as | appropriate) |
| Α. | Accor | unts de panies) | liver Regi | ed with thulation | nis form u | nder sect | ion 4(1)(c |) 0 | or (d) of the Companies (Non-Hong Kong |
| | | IK H /// | T | | | | 至 | Г | |
| | Ь, | 7 DD | | H MM | A >0/ | 20/ | То | | |
| | | _ | | | | | | | - |
| В. | State | ment of | no | accounts | | | | | |
| | 請在選 | 公司的 表表目 The co jurisdic similar | 成 引 域 mpa tion regu | 立所在地管轄區的 須將其帳 any is neith where the ulatory bodi | 的法律或任何證券 目的文本 ner required company it ies in that j | 在其註f 交易所 交付任d d by the la s registere urisdiction | 成類似的! 可人,而 aw of the p ed as a cor to publish | 監公 plainp its | 管機構的規章,均沒有規定公司須發 眾人士有權在該人的辦事處查閱該帳 ce of its incorporation, the law of any other any, nor the rules of any stock exchange or accounts or to deliver copies of its accounts |
| | | 月内, The co applica | 及 a mpa tion | 公司須發 any has be under sect | 表的帳目 en incorpo ion 776(4) | 並未擬像 prated for of the Cor | less than npanies Or | 18 | 3 months prior to the date of delivery of the |
| 格包 | 9.括下 | 列續頁。 | / PI- | -NN1 頁 Thi | s Form inc | ludes the f | ollowing Co | ont | tinuation Sheet(s) / PI-NN1 Sheet(s) |
| Cor | ntinuat | ion Shee | t(s) | Α | В | С | D | 7 | PI-NN1 (<u>不會</u> 供公眾查閱 <u>NOT</u> for Public Inspection) |
| Nui | mber o | f pages | | | | | | 1 | 頁數 Number of pages |
| | | | | | | | A Della Els | _ | 日期 Date: |
| | | | | | | | | | 日DD / 月MM / 年YYYY |
| | | | ט | | | | | | |
| | 9 10 A. B. 格包 Cool Num | 組織 Naminstr 9 随 本 Naminstr | 組織作出規 Name of the Instruments 9 隨本表格交 Name of the 10 帳目 Accounts del Companies) I 该有根據(公司條長目所: | 組織作出規定i Name of the Continuation Sheet(s) Name of the Continuation Sheet(s) Name of the Celebrate A. 根據(公司(非名人在Counts deliver Companies) Reg 接等帳目所涵蓋目DD 公司核可以公司核可以公司核可以公司核可以公司核可以及对内,不是可以不是可以不是可以不是可以不是可以不是可以不是可以不是可以不是可以不是可以 | 組織作出規定的其他文 Name of the Charter, Sinstruments Defining the Instruments Defining the Name of the Certificate of the Name of the Charter of Name of the Certificate of the Name of the Certificate of the Name of the Certificate of the Certificate of the Name of the Nam | 組織作出規定的其他文書的名称 Name of the Charter, Statutes, Instruments Defining the Constitution Statutes of Instruments Of Instrume | 組織作出規定的其他文書的名稱 Name of the Charter, Statutes, Memora Instruments Defining the Constitution of t 9 隨本表格交付的公司註冊證明書或等同 Name of the Certificate of Incorporation of the Certificate of Incorporated by the Incorporated of the Certificate of the Certification of the Cer | 組織作出規定的其他文書的名稱 Name of the Charter, Statutes, Memorandum (in Instruments Defining the Constitution of the Comp 9 隨本表格交付的公司註冊證明書或等同於公司語 Name of the Certificate of Incorporation or its Equi 10 帳目 Accounts (請填報A或B項Please complete Section A or B Name of the Certificate of Incorporation or its Equi A. 根據〈公司(非香港公司)規例〉第 4(1)(c)或(d)條題 Accounts delivered with this form under section 4(1)(c Companies) Regulation 該等帳目所涵蓋的會計期 Period Covered by the Acco 日DD 月MM 年YYYY B. 沒有根據〈公司(非香港公司)規例〉第 4(1)(c)或(d) Statement of no accounts delivered under section 4(1)(c Companies) Regulation 新在週間的定格/加上〈號 Please tick the relevant box 公司的成立所在地的法律或在其註冊為公司 及該司法管轄區的任何證券交易所或類似的表帳目或須將其帳目的文本交付任何人,而 目。 The company is neither required by the law of the jurisdiction where the company is registered as a cor similar regulatory bodies in that jurisdiction to publish to any person in whose office they may be inspected (a consimilar regulatory bodies in that jurisdiction to publish to any person in whose office they may be inspected (a consimilar regulatory bodies in that jurisdiction to publish to any person in whose office they may be inspected (a consimilar regulatory bodies in that jurisdiction to publish to any person in whose office they may be inspected (a consimilar regulatory bodies in that jurisdiction to publish to any person in whose office they may be inspected (a consimilar regulatory bodies in that jurisdiction to publish to any person in whose office they may be inspected (a consimilar regulatory bodies in that jurisdiction to publish to any person in whose office they may be inspected (a consideration and a considerat | Name of the Charter, Statutes, Memorandum (inclinstruments Defining the Constitution of the Comparing the Constitution of the Constitution of the Certificate of Incorporation or its Equivalent of the Companies) Regulation |

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

續頁 A Continuation Sheet A

| | 香港的獲授權 etails of Author | | | in Hong Kon | g (Section 5 |) | | |
|-----------------------------------|------------------------------------|-------------|------------------|--|---------------------|--------------------------------------|------------------|-----------|
| A. | 獲授權代表(自 | 然人) Auth | norized Rep | oresentative (I | Natural Perso | n) | | |
| | 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 | | | | | | | |
| | | | | | | | | |
| | | | ONG KC | | | | | |
| 0 | 電郵地址 Email Address | (本處个接領 | <i>阿「轉父」地址</i> 。 | 买郵政信箱號碼 Ca | ire of addresses of | r post office box numi | pers are not acc | eptable) |
| 12 | 身分識別 Identific | cation | | | | | | |
| 生 IN1 頁 記整 | (a) 香港身分體 Partial Numbe | | Identity Card | | | * | * * | (*) |
| ト識別號碼 vide full atification | (b) 護照 Passport | | | | | | | |
| nber in VN1 sheet) | | | 煮 数 國 豕 | /地區 Issuing C | ountry/ Region | 部分號碼 | Partial Numb | <u>er</u> |
| | 委任日期 Date of | Appointment | | | ■ DD | 月 MM | 年 Y | YYY |
| В. | 獲授權代表(非 | ≦自然人)A | uthorized l | Representative | - | | • | |
| | 請在適用的空格內加 Please tick the relev | | A firr | i 行或律師法團 n of solicitors or icitor corporation | | 會計師事務所或 A CPA firm or a co | | ce |
| | 中文名稱 Name in Chinese | | | | | | | |
| | 英文名稱 Name in English | | | | | | | |
| 13 | 香港地址 Hong Kong Address | | | | | | | |
| | | 香港/H | ONG KO | NG | | | | |
| | | (本處不接納 | 「轉交」地址到 | 党郵政信箱號碼 'Car | e of addresses or | post office box numb | ers are not acce | ptable) |
| Œ | 電郵地址 Email Address | | | | | | | |

日DD

委任日期 Date of Appointment

表格 NN₁ Form

續百 B Continuation Sheet B

公司秘書詳情(第 6 項) Details of Company Secretary (Section 6)

A. 公司秘書(自然人) Company Secretary (Natural Person) 14 中文姓名 Name in Chinese 英文姓名 Name in English 姓氏 Surname 名字 Other Names 前用姓名 Previous Names 中文 Chinese 英文 English 別名 Alias 中文 Chinese 英文 English 通訊地址 13 Correspondence Address 國家/地區 Country / Region (本處不接納郵政信箱號碼 Post office box numbers are not acceptable) 電郵地址 16 Email Address 身分識別 Identification 1 (a) 香港身分證<u>部分號碼</u> Partial Number of Hong Kong Identity Card PI-NN1 ∄ 道弼宗整 (b) 護照 身分識別號碼 Provide full identification Passport 答發國家/地區 Issuing Country/Region 部分號碼 Partial Number number in PI-NN1 sheet) 委任日期 Date of Appointment **B** DD 月MM 年 YYYY B. 公司秘書(法人團體) Company Secretary (Body Corporate) 中文名稱 Name in Chinese 英文名稱 Name in English 地址 19 Address 國家/地區 Country/Region (本處不接納「轉交」地址 'Care of' addresses are not acceptable) Œ 電郵地址 **Email Address** 公司編號 Company Number

委任日期 Date of Appointment

(只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

H DD

F MM

年 YYYY

續頁 C Continuation Sheet C

董事(自然人)詳情(第 7A 項) Details of Director (Natural Person) (Section 7A)

請在適用的空格內加上 ✓ 號 Please tick the relevant box(es) 身分 代替 Alternate to Capacity Director Alternate Director 中文姓名 Name in Chinese 英文姓名 Name in English 姓氏 Surname 名字 Other Names 前用姓名 **Previous Names** 中文 Chinese 英文 English 別名 Alias 中文 Chinese 英文 English 21 通訊地址 Correspondence (須存 PI-NN1 頁 Address 填報董事 通常住址 Provide director's usual residential address in PI-NN1 sheet) 國家/地區 Country/Region (本處不接納郵政信箱號碼 Post office box numbers are not acceptable) 電郵地址 16 Email Address 7 身分識別 Identification (a) 香港身分體部分號碼 (須在 (*) PI-NN1 頁 Partial Number of Hong Kong Identity Card 填報完整 身分識別號碼 (b) 護照 Provide full Passport identification 簽發國家/地區 Issuing Country/Region 部分號碼 Partial Number number in PI-NN1 sheet) 委任日期 Date of Appointment

B DD

月MM

年 YYYY

續頁 D Continuation Sheet D

年 YYYY

月MM

H DD

董事(法人團體)詳情(第 7B 項) Details of Director (Body Corporate) (Section 7B)

請在適用的空格內加上 ✓ 號 Please tick the relevant box(es) 20 身分 董事 代替 Alternate to Capacity Director Alternate Director 中文名稱 Name in Chinese 英文名稱 Name in English 22 地址 Address 國家/地區 Country / Region (本處不接納「轉交」地址 'Care of' addresses are not acceptable) 16 電郵地址 Email Address 公司編號 Company Number (只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong) 委任日期 Date of Appointment 年 YYYY **H** DD 月MM 請在適用的空格內加上 🗸 號 Please tick the relevant box(es) 2 身分 董事 候補董事 代替 Alternate to Capacity Director Alternate Director 中文名稱 Name in Chinese 英文名稱 Name in English 22 地址 Address 國家/地區 Country / Region (本處不接納「轉交」地址 'Care of' addresses are not acceptable) 16 電郵地址 **Email Address** 公司編號 Company Number (只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

委任日期 Date of Appointment

PI-NN1

| | 公司名稱 Company Na | ame | _ |
|----|---|---|---|
| | Authorized Repre | 可秘書/董事(自然人) - 受保護資料 esentative/Company Secretary/Director - Protected Information | _ |
| 27 | | 眾紀錄不會顯示此頁 e will not be shown on the public record | |
| | The full number of H | 表/公司秘書的香港身分證或護照的 <u>完整號碼</u> 。 Hong Kong Identity Card or passport of the authorized any secretary should be reported on this page. | |
| | The full number of Ho | 港身分證或護照的 <u>完整號碼及通常住址</u> 。 ong Kong Identity Card or passport and <u>usual residential</u> should be reported on this page. | |
| | Each PI-NN1 sheet can only report | 表 公司秘書 Company Secretary 董事 候補董事 Alternate Director | |
| 14 | | | |
| | 英文姓名 姓氏 Name in English Surname | | _ |
| | 名字 Other Names | | = |
| 28 | 身分識別 Identification (a) 香港身分證(完整號碼) Hong Kong Identity Card (Full I | Number) (|) |
| | | 發圖家/地區 Country/Region | _ |
| | | 完整號傳 <u>Full</u> Number | _ |
| 29 | 董事/候補董事的 通常住址 | | |
| | Usual Residential Address of Director/Alternate Director | | |
| | | | _ |



國家/地區 Country/Region

請勿覆蓋此頁內的條碼

DO NOT COVER THE BARCODES ON THIS PAGE

(交付表格 NN1 時,講將所有 PI-NN1 賈置於最後。 Please place all PI-NN1 sheets at the end when delivering the Form NN1.)



《公司條例》(香港法例第 622 章) 第 776(4)條規定交付的

註冊非香港公司的註冊申請書

填表須知 — 表格 NN1

附註

引言

- 非香港公司在香港設立營業地點後的 1 個月內,須以本表格向公司註冊處處長(「處長」) 申請註冊為「註冊非香港公司」。
- 2. 根據《商業登記條例》(香港法例第 310 章) 第 5B(1) 及 5D(2) 條的規定,提出註冊非香港公司的申請人須把「致商業登記署通知書」(IRBR2)連同本表格一併交付;如有關公司仍未按《商業登記條例》登記業務,申請人須在交付本表格時繳付訂明的商業登記費及徵費,否則公司註冊處不會接納其申請。
- 請劃一以中文或英文填報各項所需資料。如以中文填報,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。公司註冊處會以傳真方式通知提交人親身領取「非香港公司註冊證明書」及「商業登記證」(如有的話)。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》中有關條文的規定交付處長。

書用

6. 本表格必須連同正確的註冊費用一併交付,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》資料小冊子及《商業登記費及徵費收費表》。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

 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)

- 8. (a) 請在此項填報非香港公司在其成立所在地註冊所用的一個或多於一個名稱(「本土名稱」)。如該本土名稱中,既無以拉丁字母的字組成的名稱亦無中文字名稱,則須填報其中一個本土名稱的經核證英文譯名或中文譯名(或兼備有兩者)。該經核證譯名是指在本表格第9項所述隨本表格交付的非香港公司的公司註冊證明書(或等同於公司註冊證明書的文件)的經核證譯本上所示的譯名。核證譯本的方式應依循《公司條例》第4條的規定。
 - (b) 如本土名稱中只有以拉丁字母的字組成的名稱,非香港公司可在此項填報其擬註冊的 一個經核證中文譯名。如本土名稱中只有中文字名稱,非香港公司可在此項填報其擬 註冊的一個經核證英文譯名。非香港公司須按照《公司(非香港公司)規例》第7(1)條 訂明的規定,交付本表格時須騰附公司註冊證明書(或等同於公司註冊證明書的文件) 的有關部分的經核證譯本。核證譯本的方式應依循《公司條例》第4條的規定。
 - (c) 請參閱《公司條例》第 16 部第 4 分部對註冊非香港公司在香港經營業務時採用的名稱的規管,及公司註冊處發出的《註冊非香港公司的法團名稱註冊指引》有關註冊法團名稱所須注意的事項。

在香港的主要營業地點及在成立所在地的辦事處 (第 3 及 4 項)

 請提供公司的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改,請以表格 NN9 通知公司註冊處。

在香港的獲授權代表 (第5項)

- 10. 凡在香港註冊的非香港公司,均須有至少一名在香港的獲授權代表,代公司接受任何須向 該公司送達的法律程序文件或通知的送達。該名獲授權代表應由居於香港的自然人、《法 律執業者條例》(第 159 章)第 2(1)條界定的律師法團、《會計及財務匯報局條例》(第 588 章)第 2(1)條所界定的執業法團、律師行,或《會計及財務匯報局條例》(第 588 章)第 2(1) 條所界定的會計師事務所擔任。
- 11. 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。
- 12. (a) 只須填報獲授權代表的香港身分證的**遊分號屬**。如該人並非香港身分證持有人,請提供其所持護照的*部分號碼*及簽發國家/地區。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 所有英文字母及首三個數字) | | | | | | |
|-----------------------|-----|-----------------------|---|---|---|---|---|-----|
| A123456(7) | А | 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) *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-NN1 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-NN1 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-NN1 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-NN1 頁填報。

(d) 如獲授權代表並非香港身分證持有人,亦沒有任何護照,則請在有關的空格內填上「無」,亦無需提交 PI-NN1 頁。

13. 如獲授權代表屬律師行、律師法團、會計師事務所或執業法團,請填報其在香港的營業地 此。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。

公司秘書及董事 (第6及7項)

- **14.** 屬自然人的公司秘書或董事的姓名,必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人,則必須與其護照上所載的姓名一致。
- 15. 請填報屬自然人的公司秘書的<u>選訊地址</u>。如屬非香港地址,請同時填報「國家/地區」一欄。本處不接納郵政信箱號碼。
- 16. 請提供公司秘書或董事的電郵地址(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 NN7 通知公司註冊處。
- 17. (a)請填報屬自然人的公司秘書或董事的香港身分證的 <u>部分數碼</u>。如該人並非香港身分證 持有人,請提供其所持護照的 <u>部分數碼</u>及簽發國家/地區。有關填報身分識別的<u>部分</u> 數碼的詳情及例子,請參閱附註12。
 - (b) <u>劃勿</u>在有關空格內填報公司秘書或董事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-NN1頁內填報公司秘書或董事完整的香港身分證號碼或護照號碼。PI-NN1 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁PI-NN1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-NN1頁填報。

(d) 如公司秘書並非香港身分證持有人,亦沒有任何護照,請在有關的空格內填上「無」,亦無需提交PI-NN1頁。

如董事並非香港身分證持有人,亦沒有任何護照,則請在有關的空格內填上「無」。

- 18. 如某商號的所有合夥人均屬非香港公司的聯名公司秘書,請在供公司秘書(法人團體)填報的空格內(第6B項)填報商號名稱及其主要辦事處的地址。
- 19. 如公司秘書屬法人團體,請註明其註冊辦事處或主要辦事處的地址。如屬非香港地址,請同時填報「國家/地區」一欄。本處不接納「轉交」地址。
- 20. 請述明董事的身分。如屬候補董事,請註明獲代替行事的董事姓名或名稱。
- 21. 請填報屬自然人的董事的 **通訊地址**。如屬非香港地址,請同時填報「國家/地區」一欄。本處不接納郵政信箱號碼。

請另外於 PI-NN1 頁內填報董事的 **邇常住址**。 PI-NN1 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-NN1 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-NN1 百填報。

22. 如董事屬法人團體,請註明其註冊辦事處或主要辦事處的地址。如屬非香港地址,請同時 填報「國家/地區」一欄。本處不接納「轉交」地址。

隨本表格交付的公司的憲章、法規或章程大綱(包括章程細則(如有的話))或對公司的組織 作出規定的其他文書的名稱 (第 8 項)

23. 請填寫文書的名稱,該文書的正本或經核證副本必須連同本表格一併交付。如交付經核證 副本,核證方式應依循《公司條例》第 775 條的規定。如該文書既非採用中文,亦非採 用英文,則 £ 2 交付該文書的經核證中文或英文譯本。核證譯本的方式應依循《公司條例》 第 4 條的規定。

隨本表格交付的公司許冊證明書或等同於公司許冊證明書的文件的名稱 (第9項)

- 24. (a) 如根據非香港公司成立所在地的法律,發出公司註冊證明書並非價常做法,則公司須向處長交付它成立為法團的其他證據,該等證據須屬處長認為充分者。
 - (b)請填寫文件的名稱,該文件的正本或經核證副本必須連同本表格一併交付。如交付經 核證副本,核證方式應依循《公司條例》第775條的規定。如該文件既非採用中文, 亦非採用英文,則除該文件外,亦須遵何該文件的經核證中文或英文譯本一併交付。 核證譯本的方式應依循《公司條例》第4條的規定。

帳目 (第10項)

- 25. 請填寫帳目所涵蓋的會計期,帳目的正本或經核證副本必須連同本表格一併交付。如交付 經核證副本,核證方式應依循《公司條例》第 775 條的規定。如帳目既非採用中文,亦 非採用英文,則 **23**交付該帳目的經核證中文或英文譯本。核證譯本的方式應依循《公司 條例》第 4 條的規定。
- 26. 如公司在本表格第 10B 項作出*其中一項*陳述,則無須交付帳目。

獲授權代表/公司秘書/董事(自然人) - 受保護資料 (PI-NN1)

27. 在 PI-NN1 頁所填報的香港身分證號碼或護照號碼及通常住址為受保護資料。 PI-NN1 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-NN1 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-NN1 頁填報。

- 28. 請填報獲授權代表、公司秘書或董事的香港身分證的完整號碼。如該人並非香港身分證持有人,請填報其所持護照的完整號碼及簽發國家/地區。如該董事沒持有香港身分證或任何護照,請在有關的空格內填上「無」。如該獲授權代表或公司秘書沒持有香港身分證或任何護照,則無需提交 PI-NN1 頁。
- 29. 請填報董事或候補董事的通常住址,如屬非香港地址,請同時填報「國家/地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。獲授權代表及公司秘書無需填報其通常住址。

APPLICATION FOR REGISTRATION AS REGISTERED NON-HONG KONG COMPANY

For the purposes of section 776(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN1

Introduction

- A non-Hong Kong company should use this form for applying to the Registrar of Companies (the Registrar) for registration as a registered non-Hong Kong company within 1 month after the establishment of a place of business in Hong Kong.
- 2. According to sections 5B(1) and 5D(2) of the Business Registration Ordinance (Cap. 310), an applicant for registration as a registered non-Hong Kong company must deliver a Notice to Business Registration Office (IRBR2) together with this form. If the non-Hong Kong company has not yet registered its business under the Business Registration Ordinance, the prescribed business registration fee and levy must be paid on delivery of this form. Otherwise, the application will be rejected by the Companies Registry.
- 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. The Companies Registry will notify the presentor by fax to collect the Certificate of Registration of Non-Hong Kong Company and the Business Registration Certificate (if any) in person. A written authorization will be required if the presentor sends a representative to collect the certificates.
- 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 registration fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. Please refer to the information pamphlets on 'Price Guide to Main Services' and the 'Business Registration Fee and Levy Table' 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

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)

- 8. (a) Please state the name(s) by which the non-Hong Kong company is registered in its place of incorporation (the domestic name). If none of its domestic names is in characters of the Latin alphabet or in Chinese, please state a certified translation of one of those names in English or Chinese or both as shown in the certified translation of the company's certificate of incorporation (or its equivalent) delivered with this form as stated in Section 9 of this form. The translation should be certified in accordance with section 4 of the Companies Ordinance.
 - (b) If the non-Hong Kong company has one or more than one domestic names and the names are only in characters of the Latin alphabet, the non-Hong Kong company may state in this section a certified translation of any one of the domestic names in Chinese which it intends to register as an additional corporate name in Hong Kong. If the non-Hong Kong company has one or more than one domestic names and the names are only in Chinese, the non-Hong Kong company may state in this section a certified translation of any one of the domestic names in English which it intends to register as an additional corporate name in Hong Kong. A certified translation of the relevant part of the company's certificate of incorporation (or its equivalent) should be delivered with this form pursuant to section 7(1) of the Companies (Non-Hong Kong Companies) Regulation. The translation should be certified in accordance with section 4 of the Companies Ordinance.
 - (c) Please note the provisions in Division 4 of Part 16 of the Companies Ordinance that regulate the names used by registered non-Hong Kong companies to carry on business in Hong Kong and the 'Guideline on Registration of Corporate Names for Registered Non-Hong Kong Companies' issued by the Companies Registry for the points to note in registration of corporate names for registered non-Hong Kong companies.

Principal Place of Business in Hong Kong and Offices in the Place of Incorporation (Sections 3 and 4)

Please provide the email address of the company, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NNR

Authorized Representative in Hong Kong (Section 5)

- 10. A non-Hong Kong company registered in Hong Kong must have at least one authorized representative in Hong Kong to accept on the company's behalf service of any process or notice required to be served on the company. An authorized representative should be a natural person resident in Hong Kong, a solicitor corporation as defined by section 2(1) of the Legal Practitioners Ordinance (Cap. 159), a corporate practice as defined by section 2(1) of the Accounting and Financial Reporting Council Ordinance (Cap. 588), a firm of solicitors, or a CPA firm as defined by section 2(1) of the Accounting and Financial Reporting Council Ordinance (Cap. 588).
- 11. 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.
- 12. (a) Only the <u>partial number</u> of the Hong Kong Identity Card of the authorized representative or, in the absence of a Hong Kong Identity Card, the <u>partial number</u> and issuing country/region of the passport of the authorized representative is required. Please provide the partial number according to the description of "Partial number" below:

Partial number means —

- 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.

e.g.

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) Please <u>DO NOT</u> 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-NN1 sheet. PI-NN1 sheet and the information reported therein are withheld from public inspection.
 - Each PI-NN1 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-NN1 sheet(s).
- (d) If the authorized representative holds neither a Hong Kong Identity Card nor a passport, please state 'Nii' in the boxes provided. There is no need to submit a PI-NN1 sheet.
- 13. If the authorized representative is a firm of solicitors, a solicitor corporation, a CPA firm or a corporate practice, its business address in Hong Kong should be given. Non-Hong Kong addresses, 'care of addresses or post office box numbers are not acceptable.

Company Secretary or Director (Sections 6 and 7)

- 14. The name of the company secretary or director who is a natural person must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.
- 15. Please provide the <u>correspondence address</u> of the company secretary who is a natural person. If a non-Hong Kong address is given, please also complete the box for 'Country/ Region'. Post office box numbers are not acceptable.
- 16. Please provide the email address of the company secretary or director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NNT.
- 17. (a) Please provide the <u>partial number</u> of the Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the <u>partial number</u> and issuing country/region of the passport of the company secretary or director who is a natural person. Please refer to Note 12 on the details and examples of <u>partial number</u>.
 - (b) Please <u>DO NOT</u> 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 company secretary or director separately on a PI-NN1 sheet. PI-NN1 sheet and the information reported therein are withheld from public inspection.
 - Each PI-NN1 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-NN1 sheet(s).
 - (d) If the company secretary holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NN1 sheet.
 - If the director holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.
- 18. If all the partners in a firm are joint company secretaries of the non-Hong Kong company, please state the name of the firm and the address of its principal office in the boxes provided for Company Secretary (Body Corporate) (Section 6B).
- 19. If the company secretary is a body corporate, the address of its registered or principal office should be given. If a non-Hong Kong address is given, please also complete the box for "Country / Region". 'Care of addresses are not acceptable.
- 20. Please state the capacity(ies) of the director(s). In the case of an alternate director, please state the name(s) of the principal director(s) to whom he or she or it is the alternate.
- 21. Please provide the <u>correspondence address</u> of a director who is a natural person. If a non-Hong Kong address is given, please also complete the box for 'Country / Region'. Post office box numbers are not acceptable.
 - Please report the <u>usual residential address</u> of the director separately on a PI-NN1 sheet. PI-NN1 sheet and the information reported therein are withheld from public inspection.
 - Each PI-NN1 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-NN1 sheet(s).

22. If the director is a body corporate, the address of its registered or principal office should be given. If a non-Hong Kong address is given, please also complete the box for 'Country / Region'. 'Care of addresses are not acceptable.

Name of the Charter, Statutes, Memorandum (including Articles, if any) or any other Instruments Defining the Constitution of the Company Delivered with this Form (Section 8)

23. Please state the name of the instrument and deliver the original or a certified copy of the instrument with this form. The copy should be certified in accordance with section 775 of the Companies Ordinance. If the instrument is not in English or Chinese, you need <u>only</u> deliver a translation in either of these languages certified in accordance with section 4 of the Companies Ordinance.

Name of the Certificate of Incorporation or its Equivalent Delivered with this Form (Section 9)

- 24. (a) If it is shown to the satisfaction of the Registrar that it is not the practice under the law of the place where a non-Hong Kong company is incorporated to issue a certificate of incorporation, the company must deliver to the Registrar other evidence of incorporation that the Registrar considers sufficient.
 - (b) Please state the name of the document and deliver the original or a certified copy of the document with this form. The copy should be certified in accordance with section 775 of the Companies Ordinance. If the document is not in English or Chinese, you should deliver the document together with a translation in either of these languages certified in accordance with section 4 of the Companies Ordinance.

Accounts (Section 10)

- 25. Please state the period covered by the accounts and deliver the original or a certified copy of the accounts with this form. The copy should be certified in accordance with section 775 of the Companies Ordinance. If the accounts are not in English or Chinese, you need antly deliver a translation in either of these languages certified in accordance with section 4 of the Companies Ordinance.
- 26. If the company makes <u>either one</u> of the statements in Section 10B of this form, no accounts are required to be delivered.

Authorized Representative / Company Secretary / Director (Natural Person) - Protected Information (PI- NN1)

- 27. Hong Kong Identity Card number or passport number and usual residential address reported on PI-NN1 sheet are protected information. PI-NN1 sheet and the information reported therein are withheld from public inspection.
 - Each PI-NN1 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-NN1 sheet(s).
- 28. Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the full number and issuing country/region of the passport of the authorized representative or company secretary or director. If the director holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. If the authorized representative or company secretary holds neither a Hong Kong Identity Card nor a passport, there is no need to submit a PI-NN1 sheet.
- 29. Please state the usual residential address of the director or alternate director. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. 'Care of addresses or post office box numbers are not acceptable. The authorized representative and company secretary are not required to report such information.



公司註冊處 Companies Registry

註冊非香港公司 終止授權獲授權代表的通知

Notification of Termination of Authorization of Authorized Representative of Registered Non-Hong Kong Company

表格 NN2

| | | | | | | F | 9t Company Number |
|--------|----|-----------------------------|------------|-------------|---|-------------|--|
| 註 Note | | | | | | | |
| 6 | 1 | 公司名稱 Company Na | me | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | 2 | 終止授權 Termination | of Authori | zation | | | |
| | A. | 獲授權代表現時在公司 | 主冊 處 登言 | 己的詳情 | | | |
| | | Particulars of the Authoriz | | | rently Registered w | ith the Cor | npanies Registry |
| | | I. 獲授權代表屬自然人 | Natural P | erson as Au | thorized Represent | ative | |
| | | 中文姓名 | | | | | |
| | | Name in Chinese | | | | | |
| | | 英文姓名 姓氏 | | | | | |
| | | Name in English Surname | | | | | |
| | | 名字 Other Names | | | | | |
| | | Other Names | | | | | |
| 7 | | 身分識別 | | | | (.1.) | |
| | | Identification | | | | (*) | |
| | | | Parti | | 證 <u>部分號碼</u> ong Kong Identity Card | <u> </u> | 護照 <u>部分號碼</u> Partial Number of Passport |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| 3 | 提 | 交人資料 Presentor's Refe | rence | | 請勿填寫本欄 For | Official Us | e |
| | | 名 Name: | | | | | |
| | 观 | 址 Address: | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | I . | | |

傳真 Fax:

電話 Tel:

電郵 Email: 檔號 Reference:

| 公司編號 | Company | Number |
|------|---------|--------|
| F | | |

| 2 | 敛 i | Termination | of Authorization | (續上頁 cont'd |
|---|---|-------------|------------------|-------------|
| | | | | |

| II. 獲授權代表屬律節行/律師法團/會計節事務所或執業法團 Firm of Solicitors/Solicitor Corporation/CPA Firm or Corporate Practice as Authorized Representative |
|--|
| 英文名籍 Name in English |
| 中文名稱 Name in Chinese |
| 書面終止通知 Written Notice of Termination |
| 書面終止通知的副本必須建同本表格一併交付 A copy of the written notice of termination must be delivered with this form |
| 請在適用的空格內加上 ✔ 號 Please tick the relevant box |
| 優授權代表已將書面終止通知送交公司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)。 The written notice of termination has been sent by the authorized representative to the company's registered office (or the equivalent) in its place of incorporation. |
| □ 公司已將會面終止通知送交公司登記冊內所示的獲授權代表的地址。 The written notice of termination has been sent by the company to the authorized representative's address shown in the Companies Register. |
| 書面終止通知所述的終止授權日期 Date of Termination of Authorization Stated in |

| 5 | 簽署 | Signed | |
|---|----|--------|--|
|---|----|--------|--|

C.

В.

姓名 Name

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

the Written Notice of Termination

月MM / 年YYYY

月MM

日DD /

日期 Date :

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

《公司條例》(香港法例第 622 章) 第 787 條規定交付的

註冊非香港公司終止授權獲授權代表的通知

填表須知 — 表格 NN2

附註

引言

- 註冊非香港公司的獲授權代表或註冊非香港公司須以本表格通知公司註冊處處長 (「處長」)有關終止授權的日期。本表格必須於送交書面終止通知給該註冊非香港 公司或有關的獲授權代表(視乎情況而定)的日期後的1個月內交付處長登記。
- 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,則該表格不會視在曾為導從《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、獲授權代表或以本表格申報終止授權的 前任獲授權代表簽署(視乎情況而定)。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。

獲授權代表現時在公司註冊處登記的詳情 (第 2A 項)

7. (a) 為識別身分,請填報香港身分證的*部分號碼***。**如該人並非香港身分證持有人,請 提供其所持護照的*部分號碼***。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:

香港身分讚號碼

| 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 * * (*) |

護昭號碼

| RE NIV &E | | | | |
|-----------------------|---------|--|--|--|
| 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報「無」。

書面終止通知 (第 2B 項)

8. 本表格必須連同由有關通知者送交註冊非香港公司的獲授權代表或註冊非香港公司 (視乎情況而定)的書面終止通知的副本一併交付。如書面終止通知既非採用英文, 亦非採用中文,則*民需*交付經核證的英文或中文譯本。

書面終止通知所述的終止授權日期 (第 2C 項)

 授權將會在本表格送交公司註冊處後的21日屆滿時,或在連同本表格交付的書面終 止通知副本所述的終止授權日期(以較後的日期為達)終止。

NOTIFICATION OF TERMINATION OF AUTHORIZATION OF AUTHORIZED REPRESENTATIVE OF REGISTERED NON-HONG KONG COMPANY

For the purposes of section 787 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN2

Introduction

- 1. The person registered in the Companies Register as an authorized representative of a registered non-Hong Kong company or the registered non-Hong Kong company should notify the Registrar of Companies (the Registrar) in this form of the date of termination of authorization. This form should be delivered to the Registrar for registration within 1 month after the date of the written notice of termination which has been sent to the company or the authorized representative, as the case may be.
- 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.
- 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 or the outgoing authorized representative whose termination of authorization is notified under this form, as the case may be. A form which is not properly signed will be rejected by the Companies Registry.

Company Name (Section 1)

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

Particulars of the Authorized Representative Currently Registered with the Companies Registry (Section 2A)

(a) For identification purposes, please provide the partial number of Hong Kong Identity Card or, in the
absence of a Hong Kong Identity Card, the partial number of passport according to the description
of "Partial number" below.

Partial number means -

- 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

e.g.

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 is a natural person and has previously registered the <u>partial 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 <u>DO NOT</u> 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.

Written Notice of Termination (Section 2B)

8. This form must be accompanied by a copy of the notice of termination of authorization as an authorized representative of a registered non-Hong Kong company, given to the company or the authorized representative, as the case may be. If it is in a language other than English or Chinese, only a certified translation of the notice of termination in English or Chinese is required.

Date of Termination of Authorization Stated in the Written Notice of Termination (Section 2C)

The termination of authorization shall take effect on the expiration of 21 days after the date of delivery of this form to the Companies Registry or the date of termination stated in the written notice of termination delivered with this form, whichever is later.



註冊非香港公司周年申報表

Annual Return of Registered Non-Hong Kong Company

表格 Form NN3

| | | | | | | [| 公司編號 F | Company | / Numbe |
|---|--------------|-------------------------|-------------------------|---------------------|-----------------|------------------------------------|---------------|---------------|----------|
| • | | | | | | Į. | | | |
| 1 | 公司 | 可名稱 Co | mpany Nam | 10 | | | | | |
| | | | | | | | | | |
| 2 | 本目 | 申報表的日 | ∃期 Date of | f this Return | | | | | |
| | | ፟ 【 公司條 ₺近周年日 | | 那或 (前身條 | 例》第 XI | 部註冊的日期 | | | |
| | The 16 | Most Rece | ent Anniversa | | | tion under Part e Predecessor | | 月MM | 年YYY |
| 3 | | | | | | 部的註冊日期 s Ordinance or | | | |
| | | | redecessor C | | e Companie | s Ordinance or | ∄ DD | 月MM | 年 YYY |
| 4 | rt √n | 7 為法國日 | 近在地方 PI | ace of Incorp | noration | | | | |
| _ | | ~ ~ ~ ~ ~ | mer sinde salta est mer | | | | | | |
| 5 | 仕 (a) | | | | | ness in Hong incipal Place of E | | | |
| | (α) | TE H PE N | 工女名宗心 | MILET NO. ALL PROCE | icos or the r | morpai i lace oi c | 243111033 111 | nong nong | |
| | | (本 | "處不接納「轉交」 | ,地址或郵政信箱號 | 號碼 'Care of' ad | Idresses or post offic | e box number | s are not acc | eptable) |
| | (b) | 電郵地址 | Email Addres | ss | | | | | |
| | (- / | | | | | | | | |
| | | | | | | | | | |
| 提 | E交人 | 資料 Prese | ntor's Refere | nce | | 請勿填寫本欄「 | For Official | Use | |
| - | Ł名 Na | | | | | | | | |
| 地 | b址 Ad | ldress: | | | | | | | |
| | | | | | | | | | |
| 電 | 話 Te | d: | 傳了 | Fax: | | | | | |
| 雷 | 郵 Em | nail: | | | | | | | |
| | | eference: | | | | | | | |

| 公 | 司 | 編 | 號 | Company | Number |
|---|---|---|---|---------|--------|
| F | | | | | |

| | 在成立為法團所不 | 在地方的註冊辦事 | 『處(或等同於註冊 | of Incorporati 于辦事處的地製 | 的地址 |
|-------|--|----------------------------------|-------------------------|---------------------------|---|
| | Address of the Reg | gistered Office (or it | s equivalent) in Pla | ce of Incorporat | ion |
| | | | | | |
| | (本處不抄 | <i>婱納「轉交」地址 'Car</i> e | of' addresses are not a | cceptable) | Country/Region 國家/地區 |
| (b) | | 在地方的主要營業 ncipal Place of Busi | | | on |
| | | | ` , | | |
| | | | | | Country/Region 國家/地區 |
| | (本處不拉 | 姿納「轉交」地址 'Care | of' addresses are not a | ecceptable) | |
| (c) | 電郵地址 Email A | ddress | | | |
| | | | | | |
| 7 在 7 | | 表 Authorized Re | enresentative in | Hona Kona | |
| | 日/E1032度1文1億1~4 受權代表(自然人) | | • | | |
| | | | | | rized representatives are natural perso |
| 1 | 中文姓名 | | | | |
| | Name in Chinese | | | | |
| | 英文姓名 | 姓氏 | | | |
| | Name in English | Surname | | | |
| | Oth | 名字 her Names | | | |
| | 香港地址 | | | | |
| | Hong Kong Address | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | 地區云出 / | HONG HONG | | |
| | | Region 首港 | HONG KONG | | |
| | | region | | | |
| | 雪彩妝小 | Tregion | | | |
| | 電郵地址 Email Address | region | | | |
| | Email Address | | | | |
| | Email Address 身分識別 Identificati (a) 香港身分證部2 | ion | | | * * * () |
| | Bmail Address 身分識別 Identificati (a) 香港身分證部分 Partial Number o | ion 分號碼 | | | * * * (2 |
| | 事分識別 Identificati (a) 香港身分證部分 Partial Number o | ion 分號碼 | Card | Z/地區 Issuina (| |
| | Bmail Address 身分識別 Identificati (a) 香港身分證部分 Partial Number o | ion 分號碼 | Card | 【∕地區 Issuing(| |

表格 Form NN3

| 公司編號 | Company Number |
|------|----------------|
| F | |

| 7 | 在香港的獲授權代表 Auth | orized Representative in Hong Kong (續上頁 cont'd) |
|----|---|--|
| Α | . 獲授權代表 (自然人) Author | rized Representative (Natural Person) |
| | 2 中文姓名 Name in Chinese | |
| | 英文姓名 姓氏 Name in English Surname | |
| | 名字 Other Names | |
| 9 | 香港地址 Hong Kong Address | |
| | | |
| | | |
| | 地區 Regior | |
| 10 | 電郵地址 Email Address | |
| 0 | 身分識別 Identification (a) 香港身分離部分號碼 Partial Number of Hong Ko | ong Identity Card * * * (*) |
| | (b) 護照 Passport | |
| | | 簽發國家/地區 Issuing Country/Region |
| | | 部分號碼 Partial Number |
| | | |
| В | | horized Representative (Other Than Natural Person) 開續頁A 填報 Use Continuation Sheet A if more than 1 authorized representative is not a |
| | 請在適用的空格內加上 ✓ 號 Please tick | the relevant box |
| | 商號或法團的性質 Nature of the Firm or Corporation | 単節行或律節法團 a 合計節事務所或執業法團 A firm of solicitors or a solicitor corporation |
| | 中文名稱 Name in Chinese | |
| | 英文名稱 Name in English | |
| 12 | 香港地址 Hong Kong Address | |
| | | |
| | | |
| | 地區 Regior | |
| • | 電郵地址 Email Address | |

| 公 | 司 | 編 | 號 | Company | Number |
|---|---|---|---|---------|--------|
| F | | | | | |

8 公司秘書 Company Secretary

| | Α. | 公司秘書(自然 | | | | | n 1 comp | any sec | retary is | a natura | l person) | |
|----------|----|---|-------------------------|-------------|-------------|-------|-----------|----------|-----------|----------|-----------|------|
| 13 | | 中文姓名 Name in Chinese | | | | | | | | | | |
| | | 英文姓名 Name in English | 姓氏 Surname | | | | | | | | | |
| | | | 名字 Other Names | | | | | | | | | |
| | | 前用姓名 Previous Names | 中文 Chinese | | | | | | | | | |
| | | | 英文 English | | | | | | | | | |
| | | 別名 Alias | 中文 Chinese | | | | | | | | | |
| | | | 英文 English | | | | | | | | | |
| 14 | | 通訊地址 Correspondence Address | | | | | | | | | | |
| | | | 国本 / 4. 页 | | | | | | | | | |
| _ | | | 國家/地區 Country Region | | | | | | | | | |
| 15 | | 電郵地址 Email Address | | | | | | | | | | |
| 1 | | 身分識別 Identific (a) 香港身分證章 Partial Numbe | | entity Card | | | | | * | * | * | (*) |
| | | (b) 護照 Passport | | | <u> </u> | | | | | | | |
| | | , | - ا | | 簽發國 | 家/地區 | Issuing (| Country/ | Region | | | |
| | | | L | | * | 8分號碼 | Partial | Number | | | | |
| | В. | 公司秘書(法人) | | | (Body Corpo | rate) | | | ecretary | is a bod | y corpora | ite) |
| | | 中文名稱 Name in Chinese | | | | | | | | | | |
| 17 | | 英文名稱 Name in English | [| | | | | | | | | |
| 18 | | 地址 Address | į | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | 國家/地區 Country/Region | | | | | | | | | |
| 15 | | 電郵地址 Email Address | | | | | | | | | | |
| | | 公司編號 Compa (只適用於在香港註冊的法 (Only applicable to body of | 三人團體) | ong Kong) | | | | | | | | |

| 公司編號 | Company Number |
|------|----------------|
| F | |

9 董事 Directors

A. 董事 (自然人) Director (Natural Person)

(如超過兩名董事廳自然人,請用讀賣 C 填積 Use Continuation Sheet C if more than 2 directors are natural persons) 請在週用的空格內加上 ✓ 號 Please tick the relevant box(es)

| 19 | | 分 apacity | ا | 董事 Director | 候補董事 Alternate Director | 代替 Altern | ate to | | | |
|------------|-----------------------|----------------------|-----------------------|-----------------|----------------------------|----------------|--------|---|-----|-----|
| | 中文集 | 生名 | [| | | | | | | |
| 13 | Name | in Chinese | | | | | | | | |
| | 英文 Name | ≛名 in English | 姓氏 Surname | | | | | | | |
| | | | 名字 Other Names | | | | | | | |
| | 前用如 Previo | 生名 us Names | 中文 Chinese | | | | | | | |
| | | | 英文 English | | | | | | | |
| | 別名 Alias | | 中文 Chinese | | | | | | | |
| | | | 英文 English | | | | | | | |
| 13 | 通訊 Corres Addre | spondence | | | | | | | | |
| | | | | | | | | | | |
| | | Co | 國家/地區 untry/Region | | | | | | | |
| 1 5 | 電郵 Email | 也址 Address | | | | | | | | |
| 16 | | 識別 Identifi 港身分證] | | | | | | | | |
| | | | | g Identity Card | | | * | * | * (| *) |
| | (b) | 照 assport | | | | | | | | |
| | | | | | 簽發國家/地區 is | suing Country/ | Region | | | |
| | | | | | | | | | | |
| | | | | | 部分號碼 P | artial Number | | | | |

| 公司編號 | Company Number |
|------|----------------|
| F | |

- 9 董事 Directors (續上頁 cont'd)
- A. 董事 (自然人) Director (Natural Person)

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

| | | _ | | | | | |
|----|-------------------------|------------------------|-----------------|---|--------------------|--------------------------|---------|
| 19 | 2 身分 | | 董事 | | 候補董事 | 代替 Alternate to | |
| _ | Capacity | _ | Director | _ | Alternate Director | | |
| | | | | | | | |
| | | | | | | | |
| | 中文姓名 | Г | | | | | |
| 13 | Name in Chinese | | | | | | |
| • | | L | | | | | |
| | 英文姓名 Name in English | 姓氏 Surname | | | | | |
| | Name in English | Ļ | | | | | |
| | | 名字 Other Names | | | | | |
| | | Culci Mailles | | | | | |
| | 前用姓名 | 中文 Chinese | | | | | |
| | Previous Names | Chinese | | | | | |
| | | 英文 English | | | | | |
| | | English | | | | | |
| | 別名 | # 女 「 | | | | | |
| | Alias | 中文 Chinese | | | | | |
| | | 英文 | | | | | |
| | | 英文 English | | | | | |
| 14 | 通訊地址 | Г | | | | | |
| | Correspondence | | | | | | |
| | Address | ř | | | | | |
| | | | | | | | |
| | | Ī | | | | | |
| | | | | | | | |
| | | 國家/妝馬 | | | | | |
| | Co | 國家/地區 ountry/Region | | | | | |
| 15 | 電郵地址 | Ī | | | | | |
| | Email Address | | | | | | |
| | | _ | | | | | |
| 16 | 身分識別 Identifi | | | _ | | | |
| | (a) 香港身分體 | | | | | * | * * (*) |
| | Partial Number | er of Hong Kon | g Identity Card | L | | | |
| | (b) 護照 | Γ | | | | | |
| | Passport | L | | | | | |
| | | Г | | | 簽發國家/地區 | Issuing Country / Region | |
| | | | | | | | |
| | | L | | | 部分號碼 | Partial Number | |

| 表格 Form NN | 3 | | 公司編號 Company Number |
|---|--|------------------------------|-----------------------------------|
| 9 董事 Directo | D rs (續上頁 cont'd) | | • |
| (如超過一名董事) | ■體) Director (Body Corporat 高法人團體,請用續頁 D 填報 Use Conti | nuation Sheet D if more than | n 1 director is a body corporate) |
| <i>請在適用的空格P</i> 身分 Capacity | 世事 (保補量 Director Alternat | | Alternate to |
| 中文名稱 Name in Chinese | | | |
| 英文名稱 Name in English | | | |
| 地址 Address | | | |
| | | | |
| 國家/地I Country Regi | E on | | |
| 電郵地址 Email Address | | | |
| 公司編號 Company (只適用於在香港註冊的法人 | | | |
| 10 股本 Share | Capital (截至本申賴表的日期 As a 公司 Only applicable to a company havii | | |
| (如不適用,請填 | hare Capital (or its equivalent) | | |
| | | 貨幣單位 Currency | 總面值 Total Nominal Value |
| 已發行股本(Issued Share (如不適用,請填 (If not applicable, | Capital (or its equivalent) 上「不適用」) | | |
| | | 貨幣單位 Currency | 線面值 Total Nominal Value |

11 按揭及押記 Mortgages and Charges

截至本申報表的日期,所有根據《公司條例》第8部或《前身條例》第 Ⅲ 部,須向公司註 冊處處長登記的就所有按揭及押記的負債總額

Total amount of the indebtedness of the company as at the date of this return in respect of all mortgages and charges that are required to be registered with the Registrar of Companies under Part 8 of the Companies Ordinance or Part III of the Predecessor Ordinance

| 表格 | NI | Ν | 2 |
|------|----|----|----|
| Form | IV | IN | .5 |

| 公 | 司編號 | Company | Number |
|---|-----|---------|--------|
| F | | | |

| a | 12 | 帽田 | Accounts |
|----------|----|----|----------|
| | | | |

(請填報 A 或 B 項 Please complete Section A or B as appropriate)

A. 隨本表格交付《公司條例》第789條規定的最近發表的帳目

Latest Published Accounts required under section 789 of the Companies Ordinance are delivered with this form

該等帳目所涵蓋的會計期 Period Covered by the Accounts

| | | | 至 To | | | |
|------|------|--------|---------|-------------|-----|--------|
| 日 DD | 月 MM | 年 YYYY | _ | 日 DD | 月MM | 年 YYYY |

☑ B. 並無隨本表格交付〈公司條例〉第 789 條規定的帳目,原因如下一

Accounts required under section 789 of the Companies Ordinance are not delivered with this form for the following reason — $\,$

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

| | 公司 | 成立. | 為法 | | 所 | 在 | 地: | 方 | 的 | 法 | 律 | , | 或 | 在 | 其 | 註 | 冊 | 成 | 為 | 公 | 司 | 所 | 在 | 的 | 任 | 何 | 其 | 他 | 司 | 法 | 管 | 轄 |
|---|-----|-----|-----|----|---|---|----|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|-----|---|---|
| _ | 區的 | 法律 | , D | 人及 | 該 | 司 | 法 | 管 | 輅 | 區 | 的 | 任 | 何 | 證 | 券 | 交 | 易 | 所 | 或 | 類 | 似 | 的 | 監 | 管 | 機 | 構 | 的 | 規 | 章 | , ; | 均 | 沒 |
| | 有規: | 定公 | 司須 | 發頁 | 表 | 其 | 帳 | 目 | , | 或 | 將 | 其 | 帳 | 目 | 的 | 文 | 本 | 交 | 付 | 某 | 人 | , | 而 | 公 | 眾 | 人 | 士 | 有 | 權 | 在 | 該 | 人 |
| | 的辦 | 事處? | 查獎 | 該 | 帳 | 目 | • | | | | | | | | | | | | | | | | | | | | | | | | | |

The company is neither required by the law of its place of incorporation, the law of any other jurisdiction where the company is registered as a company, nor the rules of any stock exchange or similar regulatory bodies in that jurisdiction to publish its accounts or to deliver copies of its accounts to any person in whose office the accounts may be inspected as of right by members of the public.

| | 公司成立為法團的日期,是在根據《公司條例》 | 第788(1)條交付周年申報表的日期 |
|---|-------------------------|--------------------|
| _ | 前的 18 個月內,而公司須發表的帳日仍未擬備 | 0 |

The company has been incorporated for less than 18 months prior to the date of delivery of the annual return under section 788(1) of the Companies Ordinance and the accounts of the company that are required to be published have not been made up.

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

| 續頁 Continuation Sheet(s) | Α | В | С | D |
|--------------------------|---|---|---|---|
| 頁數 Number of pages | | | | |

| 簽署 | Signed | : | | | | | | | |
|----|--------|---|---|----------|------|---|-----|---|--------|
| 姓名 | Name | : | | 日期 Date: | | | | | |
| | | | 董事/公司秘書/經理/獲授權代表* Director/Company Secretary/ | - | Ħ DD | 1 | 月MM | 1 | 年 YYYY |

Manager / Authorized Representative*

*Delete whichever does not apply 請删去不適用者

第八頁 Page 8

本申報表的日期 Date of Return

續頁 A Continuation Sheet A

公司編號 Company Number

| | | F |
|----------|--|---|
| _ | 日DD 月MM 年YYYY | |
| 在 | E香港的獲授權代表的詳情 | (第 7 項) |
| <u>D</u> | etails of Authorized Represe | ntative in Hong Kong (Section 7) |
| Α | | orized Representative (Natural Person) |
| | 中文姓名 Name in Chinese | |
| | 英文姓名 姓 | 氏 |
| | Name in English Sumar | |
| | 名 Other Nam | |
| | 香港地址 | |
| | Hong Kong Address | |
| | | |
| | | |
| | 地 | 国 全进 /HONG KONG |
| | Reg | |
| | 電郵地址 Email Address | |
| | 身分識別 Identification | |
| | (a) 香港身分證 <u>部分號碼</u> | * * * (* |
| | Partial Number of Hong Kor | ng Identity Card |
| | (b) 護照 Passport | |
| | 1 dosport | 簽發國家/地區 Issuing Country / Region |
| | | |
| | | 部分號碼 Partial Number |
| В | . 獲授權代表 (非自然人) Au | uthorized Representative (Other Than Natural Person) |
| | 請在適用的空格內加上 🗸 號 Please ti | ck the relevant box |
| | 商號或法團的性實 Nature of the Firm or Corporatio | 會計師事務所或執業法團 A firm of solicitors or a solicitor corporation |
| | 中文名稱 Name in Chinese | |
| | 英文名稱 Name in English | |
| | 香港地址 | |
| | Hong Kong Address | |
| | | |
| | | |
| | 地 Reg | |
| | 電郵地址 Email Address | |

本申報表的日期 Date of Return

續頁 B Continuation Sheet B

公司編號 Company Number

| | | | | | | | | | | F | = | | | | |
|----------|----|-----------------------------|----------|---|----------------|-----------|---------|------|----------------|----------|---------|-------|---|---|-----|
| | | 日 DD | 月MM | 年 YYYY | , ' | | | | | _ | | | | | |
| | | | | 8項) Det | | | | | ection | 8) | | | | | |
| | Α. | 公司秘 中文姓名 | | 煮人) Compa | iny Secret | ary (Natu | ral Per | son) | | | | | | | |
| 13 | | Name in | | | | | | | | | | | | | |
| | | 英文姓名 Name in | | 姓氏 Surname | | | | | | | | | | | |
| | | | _ | 名字 Other Names | | | | | | | | | | | |
| | | 前用姓名 Previous | | 中文 Chinese | | | | | | | | | | | |
| | | Port 64 | | 英文 English | | | | | | | | | | | |
| | | 別名 Alias | | 中文 Chinese | | | | | | | | | | | |
| | | | | 英文 English | | | | | | | | | | | |
| 4 | | 通訊地均 Correspo Address | | | | | | | | | | | | | |
| | | | C | 國家/地區 country/Region | | | | | | | | | | | |
| 15 | | 電郵地均 Email Ad | ıŁ | odinayy region | | | | | | | | | | | |
| 16 | | (a) 香港 | | cation 部分號碼 er of Hong Kon | g Identity C | ard | | | | | | * | * | * | (*) |
| | | (b) 護照 Pass | | | | | | | | | | | | | |
| | | 1 400 | port | | | | 簽發 | 國家/1 | 佐區 Issu | ing Cou | intry/R | egion | | | |
| | | | | | | | | 部分量 | Pai | rtial Nu | mher | | | | |
| | В. | 公司秘: | 書(法) | (画體) Con | pany Sec | retary (B | ody Co | | | | | | | | |
| 17 | | 中文名和 Name in | # | | | | | | , | | | | | | |
| | | 英文名和 Name in | | | | | | | | | | | | | |
| 18 | | 地址 Address | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | 國家/地區 | | | | | | | | | | | |
| P | | 翻 郭 址 1 | | ountry / Region | | | | | | | | | | | |
| 15 | | 電郵地均 Email Ad | | | | | | | | | | | | | |
| | | (只適用於在 | 香港註冊的法 | ny Number 《人图题》 corporate registere | l in Hong Kong |) | | | | | | | | | |

表格 NN3 本申報表的日期 Date of Return 日DD 月MM 年YYYY

續頁 C Continuation Sheet C

| 公司編號 | Company Number |
|------|----------------|
| F | |

董事詳情 (自然人) (第 9A 項) Details of Director (Natural Person) (Section 9A)

| | 調任週用的空格內別 | //上 ✓ 號 Please tid | ck the relevant box | (es) | | | |
|----------|--|--|---------------------|------|--------------------|-----------------------|-------|
| 19 | 身分 | | 董事 | | 候補董事 | 代替 Alternate to | |
| | Capacity | | Director | | Alternate Director | | |
| | | | | | | | |
| | 中文姓名 | | | | | | |
| 13 | Name in Chinese | е | | | | | |
| | 英文姓名 Name in English | 姓氏 Surname | | | | | |
| | | 名字 Other Names | | | | | |
| | 前用姓名 Previous Names | 中文 Chinese | | | | | |
| | | 英文 English | | | | | |
| | 別名 Alias | 中文 Chinese | | | | | |
| | | 英文 English | | | | | |
| 14 | 通訊地址 Correspondence Address | • | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | 國家/地區 Country Region | | | | | |
| 15 | 電郵地址 Email Address | | | | | | |
| _ | 身分識別 Ident | ification | | | | | |
| 1 | (a) 香港身分護 <u>Partial Num</u> | 許分號碼 <u>ber</u> of Hong Kong | Identity Card | | | * * | * (*) |
| | (b) 護照 Passport | | | | | | |
| | • | | | | 簽發國家/地區 lss | uing Country / Region | |
| | | | | | | | |

部分號碼 Partial Number

表格 續頁 D Continuation Sheet D NN₃ Form 本申報表的日期 Date of Return 公司編號 Company Number FI DD 月MM 年 YYYY 董事詳情 (法人團體) (第 9B 項) Details of Director (Body Corporate) (Section 9B) 請在適用的空格內加上 ✓ 號 Please tick the relevant box(es) 19 身分 董事 代替 Alternate to Capacity Director Alternate Director 中文名稱 Name in Chinese 英文名稱 Name in English 地址 Address 國家/地區 Country/Region 電郵地址 Email Address 公司編號 Company Number (只適用於在香港註冊的法人團體) (Only applicable to body corporate registered in Hong Kong) 請在適用的空格內加上 ✓ 號 Please tick the relevant box(es) 19 代替 Alternate to 身分 董事 候補董事 Capacity Director Alternate Director

| | 中文名稱 Name in Chinese | |
|----|-------------------------|--|
| | 英文名稱 Name in English | |
| 18 | 地址 Address | |
| | | |
| | | |

II家/地區 Country/Region II 電郵地址 Email Address

公司編號 Company Number (只適用於在香港註冊的法人團體)

(Only applicable to body corporate registered in Hong Kong)

《公司條例》(香港法例第 622 章) 第 788 條規定交付的

註冊非香港公司周年申報表

填表須知 — 表格 NN3

附註

引育

- 註冊非香港公司必須每年將一份周年申報表交付公司註冊處處長(「處長」)登記。申報表應準確反映公司於申報表的日期的狀況。
- 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。

交付表格的期限

4. 本表格必須於公司註冊為註冊非香港公司的註冊證明書發出的日期的最近周年日後的42 日內交付處長登記。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。並期提交者均須繳付較高的註冊費用。

費用

5. 本表格必須連同正確的註冊費用一併交付,否則公司註冊處不會接納。公司註冊處將依據公司重新交付表格的日期,計算所需繳付的註冊費用。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

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,並將依據公司重新提交已簽妥的表格的日期,計算所需繳付的註冊費用。

公司名稱 (第1項)

 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辦事處 (第5及6項)

請提供公司的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改,請以表格 NN9 通知公司註冊處。

在香港的獲授權代表 (第7項)

- 如獲授權代表屬自然人,請提供其香港地址,本處不接納「轉交」地址或郵政信箱號碼。
- 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. (a) 請申報屬自然人的獲授權代表的香港身分證的 <u>那分號碼</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>及簽發國家/地區。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) 一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

| 135 1/17 JUL 1449 | |
|-----------------------|---------|
| 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」。
- 12. 如獲授權代表屬律師行或律師法團、會計師事務所或執業法團,請申報其在香港的營業地址。本處不接納「轉交」地址或郵政信箱號碼。

公司秘書或董事 (第8及9項)

- 13. 屬自然人的公司秘書或董事的姓名,必須與其香港身分證上所載的姓名一致。如該人 並非香港身分證辞有人,則必須與其護昭上所載的姓名一致。
- 14. 請申報屬自然人的公司秘書或董事的選組地址。如屬非香港地址,請同時申報「國家 /地區」一欄。本處不接納郵政信箱號碼。
- 15. 請提供公司秘書或董事的電郵地址(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 NN7 通知公司註冊處。
- 16. (a) 請申報屬自然人的公司秘書或董事的香港身分證的 *數分號碼*。如該人並非香港身分證持有人,請提供其所持護照的 *數分號碼*及簽發國家/地區。有關填報身分識別的*數分號碼*的詳情及例子,請參閱附註 11。
 - (b) 如公司秘書或董事屬自然人,並曾根據附註 11 的描述,在公司註冊處登記其香港身分證或護照的節分號礦,請填報該部分號礦。
 - (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」。
- 17. 如某商號的所有合夥人為公司的聯名公司秘書,請在供公司秘書(法人團體)填報名稱的空格內申報商號名稱。
- 18. 如公司秘書或董事屬法人團體,請註明其註冊辦事處或主要辦事處的地址。如屬非香港地址,請同時申報「國家/地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。
- 19. 請述明董事的身分。如屬候補董事,請註明獲代替行事的董事姓名或名稱。

帳目 (第12項)

- 20. 根據《公司條例》第789條規定,周年申報表必須連同一份最近發表的涵蓋最少12個 月期間的帳目的經核證副本,或如該帳目不是採用英文或中文擬備,則須連同該帳目 的經核證英文譯本或中文譯本一併交付處長登記。
- 21. 如公司能符合本表格第 12B 項所列兩項條件的任何一項,則無需交付帳目。

ANNUAL RETURN OF REGISTERED NON-HONG KONG COMPANY

For the purposes of section 788 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN3

Introduction

- A registered non-Hong Kong company must every year deliver to the Registrar of Companies (the Registrar) an annual return for registration. The return should reflect accurately the affairs of the company as at the date of return.
- 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.
- 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.

Deadline for Delivery of this Form

4. This form must be delivered to the Registrar for registration within 42 days after the most recent anniversary of the date of registration of the registered non-Hong Kong company 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. Late submission will be subject to payment of a higher registration fee.

Fee

5. This form must be delivered with the correct registration fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. The registration fee payable will be calculated according to the resubmission date of the form. 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

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. The registration fee payable will be calculated according to the resubmission date of the properly signed form.

Company Name (Section 1)

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 Offices in Place of Incorporation (Sections 5 and 6)

Please provide the email address of the company, if any, to facilitate electronic communication. If there is any subsequent change in the email address, please notify the Companies Registry by completing Form NN9.

Authorized Representative in Hong Kong (Section 7)

- Please provide the Hong Kong address of the authorized representative who is a natural person. 'Care of' addresses or post office box numbers are not acceptable.
- 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. (a) 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> and issuing country/region of the passport of the authorized representative who is a natural person according to the description of "Partial number" below:

Partial number means -

- 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.

e.g.

Hong Kong Identity Card Number

| Full Number (including the digit or alphabet in brackets) | (i.e. all th | e alph | Parti: | | | st thr | ee di | gits) |
|---|--------------|--------|--------|---|---|--------|-------|-------|
| A123456(7) | А | 1 | 2 | 3 | * | * | * | (*) |
| AA123456(7) | AA | 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 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 <u>DO NOT</u> 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.
- 12. If the authorized representative is a firm of solicitors, a solicitor corporation, or a CPA firm or corporate practice, its business address in Hong Kong should be given. 'Care of addresses or post office box numbers are not acceptable.

Company Secretary or Directors (Sections 8 and 9)

- 13. The name of the company secretary or director who is a natural person must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.
- 14. Please provide the <u>correspondence address</u> of the company secretary or director, who is a natural person. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. Post office box numbers are not acceptable.
- 15. Please provide the email address of the company secretary or director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NNT.
- 16. (a) 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> and issuing country/region of the passport of the company secretary or director who is a natural person. Please refer to Note 11 on the details and examples of <u>partial number</u>.
 - (b) If the company secretary or director who is a natural person has previously registered the partial number of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description of Note 11 above, please provide that partial number.
 - (c) Please <u>DO NOT</u> 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.
- 17. If all the partners in a firm are joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).
- 18. If the company secretary or director is a body corporate, the address of its registered or principal office should be given. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. 'Care of addresses or post office box numbers are not acceptable.
- 19. Please state the capacity(ies) of the director(s). In the case of an alternate director, please state the name(s) of the principal director(s) to whom he or she or it is the alternate.

Accounts (Section 12)

- 20. A certified copy of the latest published accounts for a period of at least 12 months, or if the accounts are not in English or Chinese, a certified translation of the accounts in English or Chinese should be delivered with the Annual Return to the Registrar for registration as required by section 789 of the Companies Ordinance.
- If the company can fulfil <u>either</u> of the two conditions listed in Section 12B of this form, no accounts are required to be delivered.



註冊非香港公司

更改公司秘書及董事申報表(委任/停任)

Return of Change of Company Secretary and Director of Registered Non-Hong Kong Company (Appointment / Cessation)

表格 Form NN6

| | | | | 公司編號 Cor | npany Number |
|--------|----|--|---------------------------|-----------------------|-----------------|
| 註 Note | • | | | F | |
| 7 | 1 | 公司名稱 Company Name | | | |
| • | | | | | |
| | | | | | |
| | | | | | |
| | 2 | 公司秘書/董事的停任 Cessation to Act as | | • | |
| | | (如超過一名公司秘書/董事停任,請用續頁 A 填報 Use Continuati | | | |
| | A. | 現時在公司註冊處登記的詳情 Particulars Curre | ntly Registered with t | he Companies R | egistry |
| | | 請在適用的空格內加上 ✓ 號 Please tick the relevant box(es) | 10. And 10. Mar. | h Alt | |
| 8 | | 身分 公司秘書 置事 | 111 | Alternate to | |
| | | Capacity Company Director Secretary | Alternate Director | | |
| | | , | | | |
| | | 公司秘書/董事的詳情 (自然人) Particulars o | f Company Secretary, | / Director (Natu | ral Person) |
| | | 中文姓名 | | | |
| 9 | | Name in Chinese | | | |
| | | 英文姓名 姓氏 | | | |
| | | Name in English Surname | | | |
| | | 名字 Other Names | | | |
| | | <u></u> | | | |
| 10 | | 身分識別 Identification | * * * (*) | | |
| | | 香港身分離 | | | 邓分號碼 |
| | | Partial Number of Hong | Kong Identity Card | Partial Num | ber of Passport |
| | | <u>或 OR</u> | | | |
| 1 | | 公司秘書/董事的詳情 (法人團體) Particulars | of Company Secretary | y/Director (Bod | y Corporate) |
| | | 中文及英文名稱 Chinese and English Names | | | |
| | | | | | |
| | | | | | |
| | ь | 停任詳情 Details of Cessation | | | |
| | Б. | | | | |
| 12 | | 停任日期 Date of Cessation | | | |
| | | | ∃ DD | 月 MM | 年 YYYY |
| 13 | | 上述董事或候補董事在停任日期後,是否仍然擔任 | 這公司的候補董事或 | (董事職位? | 是 Yes |
| | | Will this director or alternate director continue to hold o company after the date of cessation? | fice as alternate directo | or or director in thi | _ |
| | | company and the date of coccation. | | | ☐ 否 No |
| 4 | | 交人資料 Presentor's Reference | 請勿填寫本欄 For C | Official Use | |
| | - | 名 Name: | | | |
| | 理: | 址 Address: | | | |
| | | | | | |
| | | | | | |
| | 電 | 話 Tel: 傳真 Fax: | | | |
| | | ■ Email: | | | |

檔號 Reference:

| 表格 | N I | N | C |
|------|-----|---|---|
| Form | N | N | 6 |

| 公司編號 | Company Nu | mber |
|------|------------|------|
| F | | |

| 3 | 委任公司秘書 (如委任超過一名自然) company secretary / o | 人為公司秘書/這 lirector) | 董事・請用 | 續頁B場 | 報 Us | ent of Comp e Continuation | any Sec Sheet B if | retary / Di | rector (| Natura erson is | al Pei | rson) inted as |
|--|--|-----------------------------|----------------|-----------|--------------|-------------------------------|---------------------------------|------------------------------|----------|--------------------|--------|-------------------|
| 14 | 請在適用的空格內加上 身分 | : ※ Please t 公司秘書 | | evant box | (es) | 候補董事 | 代替 | Alternate to | | | | |
| | Capacity | Company Secretary | | Director | Ш | Alternate Director | | | | | | |
| (15) | 中文姓名 Name in Chinese | | | | | | | | | | | |
| | 英文姓名 Name in English | 姓氏 Surname | | | | | | | | | | |
| | Ott | 名字 ner Names | | | | | | | | | | |
| | 前用姓名 Previous Names | 中文 Chinese | | | | | | | | | | |
| | | 英文 English | | | | | | | | | | |
| | 別名 Alias | 中文 Chinese | | | | | | | | | | |
| | | 英文 English | | | | | | | | | | |
| 16 (須在 PI-NN6 頁 填報董事 通常住址 Provide director's usua residential address in | 通訊地址 Correspondence A | Address | | | | | | | | | | |
| PI-NN6 sheet) | Country | 家/地區 // Region | | | | | | | | | | |
| • | 電郵地址 Email Address | | | | | | | | | | | |
| 18 (須在 PI-NN6 百 | 身分識別 Identific (a) 香港身分證置 Partial Number | 3 分號碼 | g Identity | Card | | | | | * | * | * | (*) |
| 填報完整 身分識別號碼 Provide full identification | (b) 護照 Passport | 簽發國家 Issuing Country | | | | | | | | | | |
| number in PI-NN6 sheet) | | | S分號碼 Number | | | | | | | | | |
| | 委任日期 Date of | Appointment | | | | | | | | | | |
| 19 | 上述董事或候補 Is this director of company at the tin | r alternate di | rector a | Iready a | L否E n exi | 2.經是這公司 | DD 的現任(te directo | 月M 候補董事或 or or directo | 董事? | | = | 是 Yes |
| | company at tile till | ic or time app | J | | | | | | | | _ []: | 否 No |

| 表格 | N I | N | C |
|------|-----|----|---|
| Form | N | IN | O |

| 公司編號 | Company | Number |
|------|---------|--------|
| F | | |

| #91LAM/13H3_E1HF3/JULL | : 🗸 🖟 Please t | tick the relev | ant box(es) | | | | | |
|--|---|--|---|---|--|---|--|--|
| 身分 Capacity | 公司秘書 Company Secretary | | · L | 候補董事 Alternate Director | 代替 A | Iternate to | | |
| 中文名稱 Name in Chinese | | | | | | | | |
| 英文名稱 Name in English | | | | | | | | |
| 地址 Address | | | | | | | | |
| | | | | | | | | |
| 國家/地 Country/Regi | ■ | | | | | | | |
| 電郵地址 Email Address | | | | | | | | |
| (只適用於在香港註冊) | 的法人團體) | istered in H | ong Kong) | | | | | |
| 委任日期 Date of | Appointment | | | | | | | |
| is this director of company at the tin | r alternate di ne of this app | rector air ointment? | eady an e | existing altern | 可的現任候 ate director o | 辅董事或董事 or director in | t? this | 年 YYYY 是 Yo 否 N |
| | | A A | B | C C | | | | |
| 頁數 Number of | pages | | | | 頁數 Numb | er of pages | | |
| 頁數 Number of | pages | | | | 頂數 Numb | er of pages | | |
| | Capacity 中文名稱 Name in Chinese 英文名稱 Name in English 地址 Address 國家/地 Country/Regi 電郵地址 Email Address 公司編號 Compa (只適用於在香港註冊 (Only applicable to bo 委任日期 Date of 上述董事或候補 Is this director or company at the tin 本申報表包括下 續頁 Continuatio 頁數 Number of | Capacity Company Secretary 中文名稱 Name in Chinese 英文名稱 Name in English 地址 Address © Country Region 電郵地址 Email Address 公司編號 Company Number (尺灣用於在帝建計冊的法人團體) (Only applicable to body corporate reg 委任日期 Date of Appointment 上述董事或候補董事在獲得 Is this director or alternate di company at the time of this app 本申報表包括下列續頁 / Pi 續頁 Continuation Sheet(s) 頁數 Number of pages | Capacity Company Secretary Dire Secretary Dire Secretary 中文名稱 Name in Chinese 英文名稱 Name in English 地址 Address © Country Region 電郵地址 Email Address 公司編號 Company Number (只適用於在香港註冊的法人團體) (Only applicable to body corporate registered in He 委任日期 Date of Appointment 上述董事或候補董事在獲得這次委任 Is this director or alternate director alrecompany at the time of this appointment? 本申報表包括下列續頁 / PI-NN6頁 Th 續頁 Continuation Sheet(s) 頁數 Number of pages | Capacity Company Secretary Director Secretary Py Secreta | Capacity Company Secretary Director Alternate Director 中文名轉 Name in Chinese 英文名轉 Name in English 地址 Address Country Region 電郵地區 Country Region 電郵地區 (Ching 和 Company Number (只通用於在海柱無的法人團體) (Only applicable to body corporate registered in Hong Kong) 委任日期 Date of Appointment 上述董事或候補董事在獲得這次委任時,是否已經是這公 is this director or alternate director already an existing altern company at the time of this appointment? 本申報表包括下列續頁 / PI-NN6 頁 This Return includes the fi 續頁 Continuation Sheet(s) A B C 頁數 Number of pages | Capacity Company Secretary Director Alternate Director 中文名稱 Name in Chinese 英文名稱 Name in English 地址 Address Country Region 電郵地區 (八灣用於在香港註冊的法人團體) (Only applicable to body corporate registered in Hong Kong) 委任日期 Date of Appointment 日DD 上述董事或候補董事在獲得演文委任時,是否已經是這公司的現任候 is this director or alternate director already an existing alternate director company at the time of this appointment? 本申報表包括下列續頁 /PI-NN6頁This Return includes the following Com 續頁 Continuation Sheet(s) A B C PI-NN6 不會 頁數 Number of pages | Capacity Company Secretary Director Alternate Director 中文名稱 Name in Chinese 英文名稱 Name in English 地址 Address Country Region 電郵地區 Email Address 公司編號 Company Number (八爾斯特布普斯計冊的法人團團) (Only applicable to body corporate registered in Hong Kong) 委任日期 Date of Appointment BDD 月N 上建畫事或候補董事在獲得演求委任時,是否已經是這公司的現任候補董事或董事 Is this director or alternate director already an existing alternate director or director in company at the time of this appointment? 本申報表包括下列續頁/PI-NN6頁This Return includes the following Continuation Sheet 續頁 Continuation Sheet(s) A B C 頁數 Number of pages | Capacity Company Secretary Director Alternate Director Pt 2 名標 Name in Chinese 英文名稱 Name in English 地址 Address |

續頁 A Continuation Sheet A

公司編號 Company Number

公司秘書/董事的停任 (第2項)

Cessation to Act as Company Secretary / Director (Section 2)

| | A. | 現時在公司註冊處登 請在適用的空格內加上 < 號 | | | Registered | d with the 0 | Companies Re | gistry |
|------------|----|---|-------------------------|----------------|------------|--------------|-----------------|-----------------|
| 8 | | 身分 □ 公司 | 秘書 □ 董事 | 候補董 | 事 | 代替 Altern | ate to | |
| | | | pany Director | Alterna | | | | |
| | | Secr | etary | Director | | | | |
| | | | | | | | | |
| | | 公司秘書/董事的韵 | 作情 (自然人) Partic | ulars of Co | mpany Sed | cretary / D | irector (Natura | al Person) |
| | | 中文姓名 | | | | | | |
| 9 | | Name in Chinese | | | | | | |
| | | 英文姓名 | 姓氏 | | | | | |
| | | Name in English Sun | name | | | | | |
| | | Other N | 名字 | | | | | |
| | | Other N | anes | | | | | |
| 10 | | 身分識別 Identification | | | * * : | * (*) | | |
| | | | 香港 | 身分體部分 | 姚磁 | | 護照部 | 分號碼 |
| | | | | er of Hong Kor | | rd | | per of Passport |
| | | 或 OR | | | | | | |
| | | · | | | | | | |
| • | | 公司秘書/董事的詳 | | rticulars of | Company | Secretary/ | Director (Boo | ly Corporate) |
| | | 中文及英文名稱 Chine | ese and English Names | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | В. | 停任詳情 Details of C | Cessation | | | | | |
| • | | No. 67 17 480 | | г | | | | |
| 12 | | 停任日期 Date of Cessation | | | | | | |
| | | | | L | Ħ DD | | 月MM | 年YYYY |
| 1 3 | | 上述董事或候補董事 | | | | | | 是 Yes |
| • | | Will this director or alter this company after the d | rnate director continue | | | | | □ ~ No |
| | | | | | | | | ∐ # NO |

續頁 B Continuation Sheet B

公司編號 Company Number

| F | | |
|---|--|--|
|---|--|--|

委任公司秘書/董事 (自然人) (第 3 項) Appointment of Company Secretary / Director (Natural Person) (Section 3)

| | Appointment of compa | | bilector (Natura | i r ersonij (Seci | 1011 3) | |
|--------------------------------|---|--------------------|-----------------------|-------------------|-----------------|-------------|
| _ | 請在適用的空格內加上 ✓ 號 Pi | | _ | | | |
| 14 | 身分 公司秘書 | □ 董事 □ | ☑ 候補董事 | 代替 Alternate | to | |
| | Capacity Company Secretary | Director | Alternate Director | | | |
| | , | | | | | |
| | ulis salas dels. At | | | | | |
| | 中文姓名 Name in Chinese | | | | | |
| 15 | Traine in Traine | | | | | |
| | 英文姓名 姓氏 | | | | | |
| | Name in English Surname | | | | | |
| | 名字 | | | | | |
| | Other Names | | | | | |
| | 前用姓名 中文 | | | | | |
| | Previous Names Chinese | | | | | |
| | ** | | | | | |
| | 英文 English | | | | | |
| | 別名 中立 | | | | | |
| | 別名 中文 Alias Chinese | | | | | |
| | | | | | | |
| | 英文 English | | | | | |
| _ | | | | | | |
| 16 | 通訊地址 Correspondence Address | | | | | |
| (須在 PI-NN6 頁 | Correspondence Address | | | | | |
| 填報董事 | | | | | | |
| 通常住址 Provide | | | | | | |
| director's usua residential | al . | | | | | |
| address in PI-NN6 sheet) | | | | | | |
| , | 國家/地區 Country/Region | | | | | |
| | | | | | | |
| 17 | 電郵地址 Email Address | | | | | |
| _ | Elliali Address | | | | | |
| _ | | | | | | |
| 18 | 身分識別 Identification | | | | | |
| (須在 | (a) 香港身分證 <u>部分號碼</u> Partial Number of Hong | Kong Identity Card | | | * * | * * (*) |
| PI-NN6 頁 | | rtong luchaty out | | | | |
| 填報完整 身分識別號碼 | (b) 護照 簽發 Passport Issuing Co | 國家/地區 | | | | |
| Provide full identification | rassport Issuing Co | ountry / Region | | | | |
| number in PI-NN6 sheet) | _ | 部分號碼 | | | | |
| | <u>P</u> | artial Number | | | | |
| | 委任日期 Date of Appointm | nent | | | | |
| | | | | | | |
| | | | E | DD | 月MM | 年 YYYY |
| 19 | 上述董事或候補董事在獲 Is this director or alternate | 得道次委任時, | 是否已經是這公司 | 可的現任候補董 | 事或董事? | 是 Yes |
| - | company at the time of this | | an existing alternat | e unector or tire | ictor III tilis | — □ 否 No |

| 續頁 C Continuation Sheet C |
|---------------------------|
|---------------------------|

公司編號 Company Number

| F | | |
|---|--|--|
| • | | |

委任公司秘書/董事 (法人團體)(第4項)

Appointment of Company Secretary / Director (Body Corporate) (Section 4)

| | 請在適用的空格內加上 | ✓ 號 Please tick the releva | nt box(es) | | | |
|----------|--|---|--------------------------------------|----------------------------------|----------------------|------------------|
| 20 | 身分 □ 公司 | 秘書 董事 | 候補董事 | 代替 Alternate to | | |
| | Capacity Comp Secre | | Alternate Director | | | |
| | | | | | | |
| a | 中文名稱 Name in Chinese | | | | | |
| 21 | 英文名稱 Name in English | | | | | |
| | 14. 11 | | | | | |
| 22 | 地址 Address | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | 國家/地區 Country/Region | | | | | |
| 23 | 電郵地址 Email Address | | | | | |
| | 公司編號 Company | Number | | | | |
| | (只適用於在香港註冊的) | | g Kong) | | | |
| | 委任日期 Date of A | ppointment | | | | |
| | X III // | | | | | |
| | | | | H DD | 月MM | 年 YYYY |
| 24 | 上述董事或候補董 Is this director or a company at the time | 事在獲得這次委任明 alternate director alrea of this appointment? | 序,是否已經是這公司 dy an existing alterna | 可的現任候補董事 ate director or dire | 或董事? ctor in this | □是 Yes □ 조 No |

PI-NN6

| 公司編號 | Company Number |
|------|----------------|
| F | |

委任公司秘書/董事 (自然人) - 受保護資料

Appointment of Company Secretary / Director (Natural Person) – Protected Information



15

27

公眾紀錄不會顯示此頁

This page will not be shown on the public record

- 公司須於本頁申報新委任公司秘書的香港身分證或護照的<u>完整號碼</u>。 The <u>full number</u> of Hong Kong Identity Card or passport of the newly appointed company secretary should be reported on this page.
- 公司須於本頁申報新委任董事的香港身分證或護照的<u>完整號碼及通常住址。</u>
 The <u>full number</u> of Hong Kong Identity Card or passport and <u>usual residential address</u> of the newly appointed director should be reported on this page.

(每一頁PI-NN6 只可填製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-NN6 頁填報。 Each PI-NN6 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-NN6 sheet(s).)

請在適用的空格內加上 🗸 號 Please tick the relevant box(es)

| 身分 Capacity | l | 公司秘書 Company Secretary | Director | K 有 重 争 Alternate Director | |
|---|-------------------|---------------------------|----------|----------------------------|-----|
| 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 Identifica | ation | | | | |
| (a) 香港身分證(完 Hong Kong Iden | | II Number) | | | () |
| (b) 護照 Passport | | 國家/地區 untry/Region | | | |
| | | 完整號碼 Full Number | | | |
| 董事/候補董事的 通常住址 Usual Residential A | | | | | |
| Director/Alternate | | | | | |
| | | | | | |
| | 國家/地區 | | | | |



請勿覆蓋此頁內的條碼

DO NOT COVER THE BARCODES ON THIS PAGE

(交付表格 NN6 時,請將所有 PI-NN6 頁置於最後。

Please place all PI-NN6 sheets at the end when delivering the Form NN6.)



(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公司秘書及董事申報表(委任/停任)

填表須知 — 表格 NN6

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公司秘書或聯名公司秘書(「公司秘書」)或董事(包括候補董事)的委任。本表格亦用以向處長申報有關公司秘書或董事(包括候補董事)的停任。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。
- 如要申報註冊非香港公司的公司秘書或董事(包括候補董事)的詳情的更改,請使用表 終 NN7。
- 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 曾為導從《公司條例》中有關條文的規定而交付處長。

簽署

 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)

 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。

公司秘書/董事的停任 (第2項)

- 8. 請減明停任者的身分。如屬候補董事,請註明獲代替行事的董事姓名或名稱。
- 屬自然人的公司秘書或董事的姓名,必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人,則必須與其護照上所載的姓名一致。

10. (a) 為識別身分,請填報香港身分證的*部分號碼*。如該人並非香港身分證持有人,請提供其所持護照的*部分號碼*。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) | Α | 1 | 2 | 3 | * | * | * | (*) |
| AA123456(7) | A A | 1 | 2 | 3 | * | * | * | (*) |

護照號碼

| Z /// 280 | | | | |
|-----------------------|---------|--|--|--|
| 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) 如停任的公司秘書或董事屬自然人,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」。
- 11. 如停任的公司秘書為某商號的所有合夥人,請在供公司秘書(法人團體)申報名稱的空格內申報商號名稱。
- 12. 如公司秘書或董事去世,請申報其去世日期,作為停任日期。
- 13. 請述明董事或候補董事在停任後,是否仍然擔任其他董事(包括候補董事)職位。如申報公司秘書的停任,則無需填報此項。

委任公司秘書/董事 (自然人) (第3項)

14. 請述明獲委任者的身分。如屬候補董事,請註明獲代替行事的董事姓名或名稱。

- 15. 屬自然人的獲委任者的姓名,必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人,則必須與其護昭上所載的姓名一致。
- - (b) 請申報董事的<u>繼部地址</u>。如屬非香港地址,請同時申報「國家/地區」一欄。本 處不接納郵政信箱號碼。

請另外於 PI-NN6 頁內填報董事的 *邇常住址***。PI-NN6** 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-NN6 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-NN6 頁填報。

- 17. 請提供公司秘書或董事的電郵地址(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 NN7 通知公司註冊處。
- 18. (a) 請填報公司秘書或董事的香港身分證的*部分號碼*。如該人並非香港身分證持有人,請提供其所持護照的*部分號碼*及簽發國家/地區。有關填報身分識別的*部分 號碼*的詳情及例子,請參閱附註 10。
 - (b) *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。
 - (c) 請另外於 PI-NN6 頁內填報公司秘書或董事完整的香港身分證號碼或護照號碼。 PI-NN6 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-NN6 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-NN6 頁填報。

(d) 如公司秘書並非香港身分證持有人,亦沒有任何護照,請在有關的空格內填上「無」,亦無需提交 PI-NN6 頁。

如董事並非香港身分證持有人,亦沒有任何護照,則請在有關的空格內填上「無」。

19. 請述明獲委任者是否已擔任董事或其他董事的候補董事的職位。如申報公司秘書的委任,則無需填報此項。

委任公司秘書/董事 (法人團體) (第4項)

- 21. 如某商號的所有合夥人獲委任為公司的聯名公司秘書,請在供公司秘書(法人團體)申 報名稱的空格內填報商號名稱。
- 22. 如公司秘書或董事屬法人團體,請註明其註冊辦事處或主要辦事處的地址。如屬非香港地址,請同時申報「國家/地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。
- 23. 請提供公司秘書或董事的電郵地址(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 NN7 通知公司註冊處。
- 24. 請述明獲委任者是否已擔任董事或其他董事的候補董事的職位。如申報公司秘書的委任,則無需填薪此項。

委任公司秘書/董事 (自然人) - 受保護資料 (PI-NN6)

25. 在 PI-NN6 頁所填報的香港身分證號碼或護照號碼及通常住址為受保護資料。PI-NN6 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-NN6 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-NN6 頁填報。

- 26. 請填報新委任的公司秘書或董事的香港身分證的完整號碼。如該人並非香港身分證持有人,請填報其所持護照的完整號碼及簽發國家/地區。如該董事沒持有香港身分證或任何護照,請在有關的空格內填上「無」。如該公司秘書沒持有香港身分證或任何護照,則無需提交 PI-NN6 頁。
- 27. 請填報獲委任的董事或候補董事的通常住址,如屬非香港地址,請同時申報「國家/ 地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。公司秘書無需填報其通常住 址。

RETURN OF CHANGE OF COMPANY SECRETARY AND DIRECTOR 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 NN6

Introduction

- 1. This form should be used to notify the Registrar of Companies (the Registrar) of the appointment of a company secretary or joint company secretaries (company secretary) or director (including an alternate director) of a registered non-Hong Kong company. This form should also be used to notify the Registrar of a company secretary or director (including an alternate director) ceasing to hold office. This form should be delivered to the Registrar for registration within 1 month after the date of change.
- To report changes in the particulars of a company secretary or director (including an alternate director) of a registered non-Hong Kong company, please use Form NN7.
- 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.
- 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. The 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)

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 Company Secretary / Director (Section 2)

- Please indicate the capacity(ies) of the person(s) ceasing to act. In the case of an alternate director,
 please state the name(s) of the principal director(s) to whom he or she or it was the alternate.
- The name of the company secretary or director who is a natural person must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.

10. (a) For identification purposes, please provide the <u>partial number</u> of Hong Kong Identity Card or, in the <u>absence of a Hong Kong Identity Card</u>, the <u>partial number</u> of passport according to the <u>description of "Partial number" below:</u>

Partial number means -

- 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.

e.a.

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 company secretary or director ceasing to act is a natural person and has previously registered the <u>partial 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.
- 11. If all the partners in a firm cease to be the joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).
- For a deceased company secretary or director, the date of death should be given as the date of cessation.
- 13. Please indicate whether the director or alternate director still holds any directorship(s) (including alternate directorship(s)) after the cessation of appointment. There is no need to complete this item when reporting the cessation of appointment of the company secretary.

Appointment of Company Secretary / Director (Natural Person) (Section 3)

14. Please state the capacity(ies) of the appointee(s). If the appointment concerns an alternate director, please state the name(s) of the principal director(s) to whom the appointee is appointed as the alternate.

- 15. The name of the appointee who is a natural person must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.
- 16. (a) Please provide the <u>correspondence address</u> of the company secretary. If a non-Hong Kong address is given, please also complete the box for 'Country/ Region'. Post office box numbers are not acceptable.
 - (b) Please provide the <u>correspondence address</u> of the director. If a non-Hong Kong address is given, please also complete the box for 'Country/ Region'. Post office box numbers are not acceptable.

Please report the <u>usual residential address</u> of the director separately on a PI-NN6 sheet. PI-NN6 sheet and the information reported therein are withheld from public inspection.

Each PI-NN6 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-NN6 sheet(s).

- 17. Please provide the email address of the company secretary or director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NN7.
- 18. (a) 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> and issuing country/region of the passport of the company secretary or director. Please refer to Note 10 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 company secretary or director separately on a PI-NN6 sheet. PI-NN6 sheet and the information reported therein are withheld from public inspection.

Each PI-NN6 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-NN6 sheet(s).

(d) If the company secretary holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NN6 sheet.

If the director holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.

19. Please indicate whether the appointee is an existing director or alternate director of the company at the time of appointment. There is no need to complete this item when reporting the appointment of the company secretary.

Appointment of Company Secretary / Director (Body Corporate) (Section 4)

- 20. Please state the capacity(ies) of the appointee(s). If the appointment concerns an alternate director, please state the name(s) of the principal director(s) to whom the appointee is appointed as the alternate.
- 21. If all the partners in a firm are appointed as joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).
- 22. If the company secretary or director is a body corporate, the address of its registered or principal office should be given. If a non-Hong Kong address is given, please also complete the box for 'Country/ Region'. 'Care of addresses or post office box numbers are not acceptable.
- 23. Please provide the email address of the company secretary or director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NN7.
- 24. Please indicate whether the appointee is an existing director or alternate director of the company at the time of appointment. There is no need to complete this item when reporting the appointment of the company secretary.

Appointment of Company Secretary / Director (Natural Person) - Protected Information (PI-NN6)

- 25. Hong Kong Identity Card number or passport number and usual residential address reported on PI-NN6 sheet are protected information. PI-NN6 sheet and the information reported therein are withheld from public inspection.
 - Each PI-NN6 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-NN6 sheet(s).
- 26. Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the full number and issuing country/region of the passport of the newly appointed company secretary or director. If the director holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. If the company secretary holds neither a Hong Kong Identity Card nor a passport, there is no need to submit a PI-NN6 sheet.
- 27. Please state the usual residential address of the newly appointed director or alternate director. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. 'Care of addresses or post office box numbers are not acceptable. A company secretary is not required to report such information.



註冊非香港公司 更改公司秘書及董事詳情申報表 Return of Change in Particulars of Company Secretary and Director of Registered Non-Hong Kong Company

表格 NN7

| | | | | | 公司編號 Company N | umber |
|------|----------------------------------|------------------------|--------------|-----------------------|--|---------|
| Note | | | | | F | |
| | 1 公司名稱 Company I | lamo | | | | |
| | 一公司在傳 Company i | valle | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | 2 公司秘書/董事詳問 | | | | | |
| | Change in Particulars | of Company S | Secretary, | Director (Nati | ural Person) A if more than 1 company secretary | /direce |
| | who is a natural person, is invo | 可秘音/里争,胡用的 lved) | 『貝A 呉椒 US | se continuation sneet | A il more than i company secretary | / uirec |
| | | | | | | |
| | | | | ently Registered | with the Companies Registr | У |
| | 請在適用的空格內加上 🗸 號 | Please tick the releva | ant box(es) | | | |
| | 身分 | 公司秘書 | | 董事 | 候補董事 | |
| | Capacity | Company Se | ecretary | Director | Alternate Director | |
| | | | | | | |
| | 中文姓名 | | | | | |
| | Name in Chinese | | | | | |
| | | | | | | |
| | 英文姓名 姓日 | | | | | |
| | Name in English Surnam | ne | | | | |
| | | | | | | |
| | 名号 Other Name | | | | | |
| | | | | | | |
|) | 身分識別 | | Т | | | |
| | Identification | | | * * * (| *) | |
| | | | 港身分證前 | | 護照部分號碼 | |
| | | Partial Nui | nber of Hong | Kong Identity Card | Partial Number of Pas | sport |
| | | | | | | |
| | | | | | | |
| | 提交人資料 Presentor's R | eference | | 請勿填寫本欄 | For Official Use | |
| | 姓名 Name: | | | W6 22 34 14 14 14 1 | | |
| | 地址 Address: | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | 電話 Tel: | 傳真 Fax: | | | | |
| | 電郵 Email: | | | | | |
| | 檔號 Reference: | | | | | |

| 公司編號 | Company Number |
|------|----------------|
| F | |

- 2 公司秘書/董事詳情更改 (自然人) (續上頁) Change in Particulars of Company Secretary / Director (Natural Person) (cont'd)

| ### Control of the c | 請只填報有更改的 | | | prote iteli | .,5/ ****** | arige(3) | J.ny | | | 生效日期 | |
|---|---|--------------------|----------------------|-------------------|-------------|---------------|--------------|--------------|-------------|-----------|----|
| ### A The Country / Region (c) 漢文 English *** * * * * * * * * * * * * * * * * * | (a) 中义姓名 Name | e in Chine | ese | | | | | |] [| Tective D | at |
| ### A Thinks Alias A Thinks | | | | | | | | | 日 DD | 月MM | 1 |
| A字 Other Names A子 Other Names AT | (b) 英文姓名 Name | e in Englis | sh | | | | | | | | |
| A字 Other Names A字 Chinese A DD 月 MM A DD D 月 MM A DD D 月 MM A DD D D D D D D D D D D D D D D D D | | | | | | | | | | | T |
| 中文 Chinese 中文 Chinese A D | | | 姓 | 氏 Surnam | ie | | | | H DD | 月MM | |
| 中文 Chinese 中文 Chinese Application | | | 名字 | Z Other Nar | mes | | | | | | |
| 中文 Chinese P | (a) 即夕 Aliae | | | | | | | | | | |
| 英文 English (d) 董事的通常住址 Usual Residential Address of Director (須在PI-NNT 頁類報董事新的通常住址 Provide director's new usual residential address in PI-NNT sheet) 日DD 月MM (e) 通訊地址 Correspondence Address 日DD 月 MM (f) 電郵地址 Email Address (g) 香港身分體部分號碼 Partial Number of Hong Kong Identity Card *********************************** | (c) MA Alias | | | | | | | | | | T |
| (d) 董事的通常住址 Usual Residential Address of Director (獨在PI-NNT 真須報董事新的總常住址 Provide director's new usual residential address in PI-NNT sheet) 田DD 月MM (e) 通訊地址 Correspondence Address 田DD 月MM (f) 電郵地址 Email Address (g) 香港身分體部分號碼 Partial Number of Hong Kong Identity Card *********************************** | | | 中 | 文 Chines | e | | | | I B DD | 月MM | _ |
| (d) 董事的通常住址 Usual Residential Address of Director (演在PI-NN7 資頂報董事新的通常住址 Provide director's new usual residential address in PI-NN7 sheet) 日 D 月 MM (e) 通訊地址 Correspondence Address 日 D 月 MM (f) 電郵地址 Email Address (g) 香港身分體部分號碼 Partial Number of Hong Kong Identity Card *********************************** | | | | | | | | | | | |
| (g) 香港身分體部分號碼 Partial Number of Hong Kong Identity Card (h) 護照 Passport (h) 護照 Passport | | | 英 | 英文 English | 1 | | | | _ | | |
| (e) 通訊地址 Correspondence Address B DD 月 MM | (d) 普事的通常住b | | | | | | | | | | |
| BDD 月MM BM Passport BDD PAMM | | | | | | | address in F | PI-NN7 shee | , | | T |
| Image: The partial Number of Hong Kong Identity Card | | | | | | | address in F | PI-NN7 sheet | | 月MM | |
| Image: The partial Number of Hong Kong Identity Card | (須在PI-NN7 頁填報) | 董事新的通常 | 常住址 Prov | vide director | | | address in F | PI-NN7 sheet | | 月MM | |
| Country / Region (f) 電郵地址 Email Address (g) 香港身分體 <u>部分號碼 Partial Number</u> of Hong Kong Identity Card *********************************** | (須在PI-NN7 頁填報) | 董事新的通常 | 常住址 Prov | vide director | | | address in F | PI-NN7 sheet | | 月MM | I |
| Country / Region (f) 電郵地址 Email Address (g) 香港身分體 <u>部分號碼 Partial Number</u> of Hong Kong Identity Card *********************************** | (須在PI-NN7 頁填報) | 董事新的通常 | 常住址 Prov | vide director | | | address in F | PI-NN7 sheel | ∃ DD | | Ι |
| Country / Region (f) 電郵地址 Email Address (g) 香港身分體 <u>部分號碼 Partial Number</u> of Hong Kong Identity Card *********************************** | (須在PI-NN7 頁填報) | 董事新的通常 | 常住址 Prov | vide director | | | address in F | PI-NN7 shee | ∃ DD | | Ι |
| (f) 電郵地址 Email Address EDD 月 MM | (須在PI-NN7 頁填報) | 董事新的通常 | 常住址 Prov | vide director | | | address in F | PI-NN7 sheel | ∃ DD | | Ι |
| (g) 香港身分體部分號碼 Partial Number of Hong Kong Identity Card *********************************** | (第在PI-NN7 頁旗報) | 董事新的通常 | 常住址 Prov | vide director | | | in fi | PI-NN7 sheet | ∃ DD | | |
| (g) 香港身分體 <u>部分號碼 Partial Number</u> of Hong Kong Identity Card ********** (h) 護照 Passport | (<i>鎮在PI-NN7</i> 資旗報 (e) 通訊地址 Corre 圖家/地區 Country/ Region | 董事新的通信 | nce Address | vide director | | | address in R | PI-NN7 sheet | ∃ DD | | Ι |
| * * * (*) FIDD FIMM FIDD FI | (<i>鎮在PI-NN7</i> 資旗報 (e) 通訊地址 Corre 圖家/地區 Country/ Region | 董事新的通信 | nce Address | vide director | | | address in F | PI-NN7 sheet | ∃ DD | | Ι |
| HDD 月MM (h) 護照 Passport | (<i>鎮在PI-NN7</i> 資旗報 (e) 通訊地址 Corre 圖家/地區 Country/ Region | 董事新的通信 | nce Address | vide director | | | address in F | PI-NNT sheet | H DD | 月MM | Ι |
| (h) 護照 Passport | (<i>鎮在PI-NN7</i> 資旗能 (e) 通訊地址 Corre | 董事新的通应 esponden | 常住址 Province Address | ss. | 's new usua | residential a | | PI-NN7 sheet | H DD | 月MM | I |
| | (<i>鎮在PI-NN7</i> 資旗能 (e) 通訊地址 Corre Country/Region (f) 電郵地址 Email | 董事新的通应 esponden | 常住址 Province Address | ss. | ong Kong | g Identity (| Card | | H DD | 月MM | I |
| S会園女/地區 Issuina Country / Region 月DD 月MM | (e) 通訊地址 Corre [Example of the control of the con | 董事新的通应 esponden | 常住址 Province Address | ss. | ong Kong | g Identity (| Card | | H DD | 月MM | I |
| | (e) 通訊地址 Corre [Example of the control of the con | 董事新的通应 esponden | 常住址 Province Address | ss. | ong Kong | g Identity (| Card | | H DD | 月MM | |

| Foi | 格 MN7 | | | 公司編 | 號 Com | pany N | ur | |
|------|---|--------------|----------------|-------------------|---------------|------------|-------------------|-----|
| 1 01 | | | | | F | | | |
| | 公司秘書/董事詳情更 | | | Nine eten (De di | . 0 | , | | |
| | Change in Particulars of (如涉及超過一名屬法人團體的公司) | | | | | | secretary | / |
| И | which is a body corporate, is involve 現時在公司註冊處登記的 | ed) | | | | | | |
| | 先时在公司正而處至記 請在適用的空格內加上 / 號 Plea | | | ily Registered (| with the Con | ipailles i | vegisti | y |
| | 身分 | 公司秘書 | () | 董事 | □ Æ: | 非董事 | | |
| | Sapacity | Company S | ecretary | Director | Ш | rnate Dire | ctor | |
| | . , | | • | | | | | |
| 2 | 公司秘書/董事的名稱 (治 | 去人團體) Nan | ne of Compan | y Secretary / Dir | ector (Body C | orporate) | | |
| | | | | | | | | |
| | | | 中文 아 | ninese | | | | |
| | | | | | | | | |
| L | | | 英文 E | nglish | | | | |
| | 公司編號 Company Number | | | | | | | |
| | (只適用於在香港註冊的法人 (Only applicable to body corporate i | | Kong) | | | | | |
| | | | | | | | | |
| | 更改詳情 Details of Chang | | i4(-)i4b | t (-) t - | | | | |
| _ | 請只填報有更改的項目 PI | | item(s) with c | nange(s) only | | | | |
| (| (a) 公司秘書/董事的名稱 Name of Company Secret | | Body Corpora | ate) | | | 生效日期 fective D | |
| Γ | | ,, = | | , | | 1 | | T |
| | | | | | | □ DD | 月MM | L |
| | | 中文C | hinese | | | 1 | | |
| | | | | | | | | |
| L | | 英文 5 | nalieh | | | | | |
| (| (b) 地址 Address | ~~ - | -iigiioii | | | | | |
| | | | | | | | | Τ |
| ŀ | | | | | | 」 日DD | 月MM | 4 |
| Ĺ | | | | | | | | |
| | | | | | | | | |
| | 國家/地區 | | | | | i | | |
| | Country / Region | | | | |] | | |
| (| (c) 電郵地址 Email Address | 5 | | | | 1 | | _ |
| | | | | | | | | |
| | | | | | | 日 DD | 月MM | |
| 本 | 申報表包括下列續頁/PI- | NN7頁 This Re | eturn includes | the following C | ontinuation S | heet(s)/F | PI-NN7 S | She |
| 彼 | 質 Continuation Sheet(s) | Α | В | PI-NN7 (丕 | 會供公眾查閱 ! | NOT for Pu | blic Insp | ect |
| | 數 Number of pages | | | 頁數 Nun | nber of pages | | | |
| 頁 | | | | | | | | |
| 頁 | | | | | | | | |
| | 署 Signed : | | | | | | | |
| 簽署 | 署 Signed : 名 Name : | | | 日期 Date | : | | | |

^{*}請删去不適用者 Delete whichever does not apply

| | ・格 NN7 | | | 續頁 A Co | | | |
|-----------------------------|--|----------------------------------|-----------------|-----------------------|-------------|-------------------|--------|
| Fo | orm ININ/ | | | | 號 Comp | oany Nu | ımber |
| | | | | F | | | |
| 公 | 司秘書/董事詳情更改 | (自然人)(第2項) | | | | | |
| | hange in Particulars of Co | | | | | | |
| A. | 現時在公司註冊處登記的 請在適用的空格內加上 × 號 Please | | ently Register | ed with the Con | npanies F | Registry | / |
| 8 | 身分 | 公司秘書 | 董事 | 候: | 浦董事 | | |
| • | Capacity | Company Secretary | Director | Alte | ernate Dire | ctor | |
| | 中文姓名 | | | | | | |
| • | Name in Chinese 英文姓名 姓氏 | | | | | | |
| | Name in English Surname | | | | | | |
| | 名字 Other Names | | | | | | |
| 10 | 身分識別 | | * * | * (*) | | | |
| • | Identification | | | T (T) | 10E 100 | 部分號 | and a |
| | | 音應身方應更 Partial Number of Hong | | rd | Partial Nu | | |
| 12 B. | 更改詳情 Details of Chang | | | | | | |
| | 請只填報有更改的項目 Ple | | h change(s) on | <u>ly</u> | | 主效日期 fective D | |
| | (a) 中文姓名 Name in Chines | e | | | 1 | iective D | ate |
| 13 | | | | | H DD | 月MM | Æ YYYY |
| | (b) 英文姓名 Name in Englis | h | | | | ,, | |
| | | | | | | | |
| | | 姓氏 Surname | | | ∃DD | 月MM | 年 YYYY |
| | | | | | | | |
| 14 | (c) 別名 Alias | 名字 Other Names | | | | | |
| | | | | | | | |
| | | 中文 Chinese | | | ☐ DD | 月MM | 年 YYYY |
| | | | | | | | |
| • | | 英文 English | | | · — | | |
| 15 | (d) 董事的通常住址 Usual R (須在PI-NN7 頁填報董事新的通常 | | | ress in PI-NN7 sheet) | | | |
| • | (a) 番如 th th Correspondence | o Addross | | | ∃ DD | 月MM | 年 YYYY |
| 16 | (e) 通訊地址 Correspondence | e Address | | | | | |
| | | | | | 】 】 目DD | 月MM | 年 YYYY |
| | | | | |] " | /4 | - |
| | | | | |] | | |
| | 國家/地區 | | | | i | | |
| | Country / Region | | | | | | |
| 1 | (f) 電郵地址 Email Address | | | | 1 | | |
| | | | | | H DD | 月MM | 年 YYYY |
| 18 | (g) 香港身分證 <u>部分號碼 P</u> | artial Number of Hong Ko | ng Identity Car | d | — | 13 MINI | |
| (須在 | | * | * | * (*) | | | |
| PI-NN7 頁 填報完整 | (h) ## 177 Dane | | | | 目DD | 月MM | 年 YYYY |
| 身分識別號碼 Provide full | (h) 護照 Passport | | | | 1 | | |
| identification number in | <u>₩</u> . 84 E | 國家/地區 Issuing Country | /Region | | 目 DD | | 年 YYYY |
| PI-NN7 sheet) | 東敦日 | mar./ At me issuing country | / region | | 7 1 25 | /3 | 4 |

簽發國家/地區 Issuing Country/Region

8

•

| 續頁 | В | Continuation Sheet | В |
|----|---|---------------------------|---|
| | 公 | 司編號 Company Numbe | r |
| | F | | |

Ħ DD

月 MM 年 YYYY

Change in Particulars of Company Secretary/Director (Body Corporate) (Section 3)

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

12 B.更改詳情 Details of Change(s)

請只填報有更改的項目 Please complete item(s) with change(s) only

公司秘書/董事詳情更改 (法人團體) (第3項)

| (, | 公司秘書/董事的名稱 (法人團體) Name of Company Secretary / Director (Body Corporate) | | 生效日期 fective D | |
|--------|--|------|-------------------|---|
| | | | | |
| | | 目 DD | 月MM | 4 |
| | 中文 Chinese | | | |
| | | | | |
| | | | | |
| | 英文 English | l | | |
| (b) | 地址 Address | | | |
| | | | | |
| Н | | Ħ DD | 月MM | 年 |
| | | | | |
| \Box | | İ | | |
| | | | | |
| | 國家/地區 | | | |
| | Country / Region | | | |

PI-NN7

| 公司 | 編號 | Company | Number |
|----|----|---------|--------|
| F | | | |

公司秘書/董事詳情更改 (自然人) - 受保護資料

Change in Particulars of Company Secretary / Director (Natural Person) – Protected Information



身分

22

Capacity

公眾紀錄不會顯示此頁

This page will not be shown on the public record

- 如公司秘書/董事(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 a company secretary/director, who is a natural person, should be reported on this page if his or her identification number has been changed.

- 如董事(自然人)的通常住址有所更改,公司須於本頁申報其新的<u>通常住址</u>。
The new <u>usual residential address</u> of a director, who is a natural person, should be reported on this page if his or her usual residential address has been changed.

(每一頁 PI-NN7 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-NN7 頁填報。

公司秘書

Company Secretary

Each PI-NN7 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-NN7 sheet(s).)

董事

Director

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

| 中文姓名 Name in Chinese | |
|---|--|
| 英文姓名 Name in English | 姓氏 Surname |
| _ | 名字 her Names |
| 請只填報有更改的 | 項目 Please complete item(s) with change(s) only |
| 身分識別 Identificati | ion |
| (a) 香港身分證(完 Hong Kong Identit | 整號碼) y Card (Full Number) |
| (b) 護照 Passport | 簽發國家/地區 Issuing Country / Region |
| | 完整赘碼 <u>Full</u> Number |
| 董事/候補董事的 通常住址 | |
| Usual Residential Add Director/Alternate D | |
| | |
| | 家/地區 ry/Region |



請勿覆蓋此頁內的條碼

DO NOT COVER THE BARCODES ON THIS PAGE

候補董事

Alternate Director

(交付表格 NN7 時,牆將所有 PI-NN7 百實於最後。

Please place all PI-NN7 sheets at the end when delivering the Form NN7.)

指明編號 1/2022 (2022年 10 月) Specification No. 1/2022 (October 2022)



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

註册非香港公司更改公司秘書及董事詳情申報表

填表須知 — 表格 NN7

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公司秘書或聯名公司秘書(「公司秘書」)或董事(包括候補董事)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。
- 如要申報註冊非香港公司的董事或公司秘書的委任或停任,請使用表格 NN6。
- 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 曾為導從《公司條例》中有關條文的規定而交付處長。

答署

 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)

 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 及 3A 項)

- 8. 請述明詳情有所更改者的身分。
- 屬自然人的公司秘書或董事的姓名,必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人,則必須與其護照上所載的姓名一致。

10. (a) 為識別身分,請填報香港身分證的 <u>節分號礦</u>。如該人並非香港身分證持有人,請提供其所持護照的 <u>部分號礦</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) | (8 | 即所有 | | 『分號 字母』 | | 三個調 | 数字) | |
|-----------------------|----|-----|---|------------|---|-----|-----|-----|
| A123456(7) | А | 1 | 2 | 3 | * | * | * | (*) |
| AA123456(7) | AA | 1 | 2 | 3 | * | * | * | (*) |

護照號碼

| - /// WE V | | | | |
|-----------------------|---------|--|--|--|
| 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) 如公司秘書或董事屬自然人,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*節分號碼*,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」。
- 11. 如某商號的所有合夥人為公司的聯名公司秘書,請在供公司秘書(法人團體)填報名稱的空格內填報商號名稱。

更改詳情 (第 2B 及 3B 項)

- 12. 請在適當的空格內申報公司秘書或董事的新詳價,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。
- 13. 請填報公司秘書或董事的新姓名,該姓名必須與其香港身分證上所載的姓名一致。如 該人並非香港身分證持有人,則必須與其護照上所載的姓名一致。
- 14. 如申報公司秘書或董事的新增別名,請在空格內將該公司秘書或董事現有的所有別名 (包括已在公司註冊處登記的別名)一併填報,以便正確更新紀錄。

15. 如屬自然人的董事的 <u>獨常住业</u>有所更改,請在相關的空格內註明生效日期,並於 PI-NN7 頁內填報該董事新的通常住址。PI-NN7 頁及於該頁內所填報的資料,不會供 公眾查閱。

每一頁 PI-NN7 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-NN7 頁填報。

- 16. 請申報屬自然人的公司秘書或董事的<u>繼訊地址</u>。如屬非香港地址,請同時申報「國家 /地區」一欄。本處不接納郵政信箱號碼。
- 17. 請提供或更新公司秘書或董事的電郵地址(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。
- 18. (a) 請申報公司秘書或董事新的香港身分證的*部分號礓***。如該人並非香港身分證持有人,請提供其所持新護照的***部分號碼***及簽發國家/地區。有關填報身分識別的***部分號碼***的詳情及例子,請參閱附註 10。**
 - (b) *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。
 - (c) 請另外於 PI-NN7 頁內填報公司秘書或董事完整的香港身分證號碼或護照號碼。 PI-NN7 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-NN7 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-NN7 頁填報。

- (d) 如公司秘書或董事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-NN7 頁。
- 19. 在申報屬法人團體的董事或公司秘書更改名稱時,須列明新的公司全名(即中文及英文名稱)。例如:屬法人團體的董事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,便須在填報新董事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。
- 20. 如公司秘書或董事屬法人團體,請註明其註冊辦事處或主要辦事處的地址。如屬非香港地址,請同時申報「國家/地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。

公司秘書/董事詳情更改 (自然人) - 受保護資料 (PI-NN7)

21. 在 PI-NN7 頁所填報的香港身分證號碼或護照號碼及通常住址為受保護資料。PI-NN7 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-NN7 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-NN7 頁填報。

- **22.** 請填報屬自然人的公司秘書或董事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。
- 23. 請填報屬自然人的董事或候補董事新的通常住址,如屬非香港地址,請同時申報「國家/地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。公司秘書無需填報其通常住址。

RETURN OF CHANGE IN PARTICULARS OF COMPANY SECRETARY AND DIRECTOR 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 NN7

Introduction

- 1. This form should be used to notify the Registrar of Companies (the Registrar) of any change in particulars of the company secretary or joint company secretaries (company secretary) or director (including an alternate director) 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.
- To report the appointment or cessation of appointment of the director or company secretary of a registered non-Hong Kong company, please use Form NN6.
- 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.
- 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

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)

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 (Sections 2A and 3A)

- 8. Please indicate the capacity(ies) of the person(s) whose particulars have changed.
- The name of the company secretary or director who is a natural person must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.

10. (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 -

- 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.

e.g.

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 company secretary or director who is a natural person has previously registered the <u>partial 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 <u>DO NOT</u> 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.
- 11. If all the partners in a firm are joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).

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

- 12. Please state only the <u>new particulars</u> of the company secretary or director 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.
- 13. Please provide the new name of the company secretary or director. The new name must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.
- 14. To report the addition of an alias, please also state all the other aliases (including the alias which has been registered with the Companies Registry) of the company secretary or director in the box provided to facilitate correct updating of the record.

- 15. If the <u>usual residential address</u> of the director who is a natural person has been changed, please specify the effective date of change in the corresponding box and report the new usual residential address of the director separately on a PI-NN7 sheet. PI-NN7 sheet and the information reported therein are withheld from public inspection.
 - Each PI-NN7 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-NN7 sheet(s).
- 16. Please provide the <u>correspondence address</u> of the company secretary or director who is a natural person. If a non-Hong Kong address of a company secretary or director is given, please also complete the box for 'Country / Region'. Post office box numbers are not acceptable.
- 17. Please provide or update the email address of the company secretary or director, 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.
- 18. (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 company secretary or director. Please refer to Note 10 on the details and examples of <u>partial number</u>.
 - (b) Please <u>PO NOT</u> 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 company secretary or director separately on a PI-NN7 sheet. PI-NN7 sheet and the information reported therein are withheld from public inspection.
 - Each PI-NNT 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-NNT sheet(s).
 - (d) If the company secretary or director 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-NN7 sheet.
- 19. For reporting a change of name of a director or company secretary which is a body corporate, please state the new company name in full (i.e. both English and Chinese names). For example, if the name of a director which is a body corporate 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 director.
- 20. If the company secretary or director is a body corporate, the address of its registered or principal office should be given. If a non-Hong Kong address is given, please also complete the box for 'Country/ Region'. 'Care of addresses or post office box numbers are not acceptable.
 - Change in Particulars of Company Secretary / Director (Natural Person) Protected Information (PI- NN7)
- Hong Kong Identity Card number or passport number and usual residential address reported on PI-NN7 sheet are protected information. PI-NN7 sheet and the information reported therein are withheld from public inspection.
 - Each PI-NN7 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-NN7 sheet(s).
- 22. 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 company secretary or director.
- 23. Please state the new usual residential address of the director or alternate director. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. 'Care of' addresses or post office box numbers are not acceptable. A company secretary is not required to report such information.



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 | 1414 |
|-----|-----------------------------|----------------|-------------|-------------|-----------|-----------|------------|----------|-------------------|-----------------|
| | | | | | | | | 公司 | 編號 Comp | any Number |
| | | | | | | | | F | | |
| ote | N = 1 4 ± 10 0 | | | | | | | | | |
| 1 | 公司名稱 Con | 1pany Name | 3 | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| 2 | 獲授權代表的 | 停任 Cess | ation to | Act as A | uthoriz | ed Re | present | ative | | |
| | (如超過一名獲授權代 | | | | | | | | representative ce | eased to act) |
| | 現時在公司註 | #成登記的 | 詳情 Parf | ticulars C | urrently | Reais | tered wi | th the C | ompanies R | eaistrv |
| | 自然人 Natural | | -1 04 | | | | | | | |
| | | reison | | | | | | | | |
| | 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 | | | | | * | * * | (*) | | |
| | 1401111110411011 | L | | 香港身 | 分證部 | 分號碼 | | | 護照主 | 8分號碼_ |
| | _ | | Par | tial Number | of Hong K | ong Ide | ntity Card | | Partial Num | iber of Passpor |
| | 或 OR | | | | | | | | | |
| | 非自然人 Othe | r than Natura | al Person | | | | | | | |
| | | | | | | | | | | |
| | 律師行/律師法 Names of Firm of | | | | | ^ | | Dunation | | |
| | Names of Firm of | Solicitors/ Sc | DIICITOR CO | rporation/ | CPAFII | iii or C | orporate | Practice | | |
| | | | | | | | | | | |
| | | | | | * 1911 | | | | | |
| | | | | 甲又名 | 名稱 Chin | ese Nan | ne | | | |
| | | | | *** | | | | | | |
| | | | | 央义4 | 古稱 Eng | isn ivair | ie | | | |
| | 停任日期 Date of Cessation | 1 | | | | | | | | |
| | 2410 01 000041101 | • | | | | | 日 | DD | 月MM | 年 YYYY |
| 提 | 交人資料 Presen | tor's Referen | ice | | 前 | 勿填 | 寫本欄「 | or Offic | ial Use | |
| 姓 | 名 Name: | | | | | | | | | |
| 地 | 址 Address: | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| 實 | 話 Tel: | 催宣 | [Fax: | | | | | | | |
| | 郵 Email: | 14.34 | , | | | | | | | |
| | Bh Deference: | | | | | | | | | |

^{表格} NINIQ

| Fo | rm 14140 | | | | | | | F | | | | | |
|--|----------------------------------|------------------------------------|-------------|-------|-------|--------|-------------|--------------|-------------|-----------|------------|-------------|--------|
| 3 | 委任獲授權代表 (如委任超過一名自然人為 | | | | | | | | • | | , | resentative | =) |
| | 中文姓名 Name in Chinese | | | | | | | | | | | | |
| | 英文姓名 Name in English | 姓氏 Surname | | | | | | | | | | | = |
| | | 名字 Other Names | | | | | | | | | | | ī |
| | 香港地址 Hong Kong Addres | s | | | | | | | | | | | _ |
| | | | | | | | | | | | | | _ |
| | | | | | | | | | | | | | = |
| | | 地區 Region 香 | 港 /H | ONG K | ONG | | | | | | | | 7 |
| | | (本) | 處不接納! | 轉交」地址 | 上或郵政信 | 箱號碼 'C | Care of add | dresses or p | oost office | box numbe | ers are no | t acceptal. | nle) |
| 0 | 電郵地址 Email Address | | | | | | | | | | | | |
| 0 | 身分識別 Identification | | | | | | | | | | | | |
| (須在 PI-NN8 頁 填報完整 身分識別號 | (a) 香港身分體部分 Partial Number of | 分號碼 Hong Kong Identif | ty Card | | | | | | * | * | * | (* |) |
| Provide full identificatio number in PI-NN8 she | "(b) 護照 | 簽 發國家/ Issuing Country/F | | | | | | | | | | | |

日 DD

月MM

年 YYYY

公司編號 Company Number

委任日期 Date of Appointment

部分號碼 Partial Number

| 表格 Form | NN8 | | | | | 公司編號 Co | mpany Number |
|------------|--|------------|---------------------|---|-------------|-------------------------------------|--------------------------|
| 4 | 委任獲授權代表(非 Appointment of Autho | | resentati | ve (Other th | nan Nat | ural Person) | |
| | (如委任超過一名非自然人為獲技 not a natural person, is appointe | d) | | | on Sheet C | if more than 1 authorized | d representative, who i |
| 1 | 請在適用的空格內加上 ✓ 號 F 商號或法團的性質 Nature of the Firm or Corp | I | 律節行 A firm o | 或律師法團 of solicitors or or corporation | ш | 會計師事務所或執: A CPA firm or a corpor | |
| | 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 (本版 | | | 政信箱號碼 'Can | e of addres | ses or post office box numb | pers are not acceptable) |
| 10 | 電郵地址 Email Address | | | | | | |
| | 委任日期 Date of Appoint | ment | | | | | |
| | | | | 目 Di | D | 月 MM | 年 YYYY |
| 2 | 本申報表包括下列續頁╱P | I-NN8 頁 Th | is Return in | cludes the fo | llowing C | ontinuation Sheet(s) | /PI-NN8 Sheet(s) |
| * | 責頁 Continuation Sheet(s) | Α | В | С | PI-NN8 | 3 (不會供公眾查閱 <u>NOT</u> 1 | for Public Inspection |
| | 頁數 Number of pages | | | | | Number of pages | |

| 策署 Signed : 姓名 Name : 董事/公司秘書/経理/獲授権代表* Director / Company Secretary / Manager / Authorized Representative* | 日期 Date : | 目 DD | / | 月MM | 1 | 年 YYYY |
|---|------------------|-------------|---|-----|---|--------|
|---|------------------|-------------|---|-----|---|--------|

^{*}請删去不適用者 Delete whichever does not apply

續頁 A Continuation Sheet A

公司編號 Company Number

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 姓氏 Name in English Sumame | | | | | | | |
| 名字 Other Names | | | | | | | |
| | * * * * * * * * * * * * * * * * * * * | | 護照 部分號 邁 a l Number of Passport | | | | |
| 或 OR | | | | | | | |
| 非自然人 Other than Natural Person | | | | | | | |
| | 律節行/律節法團/會計節事務所或執業法團的名稱 Names of Firm of Solicitors/Solicitor Corporation/CPA Firm or Corporate Practice | | | | | | |
| | | | | | | | |
| 中文名稱 | Chinese Name | | | | | | |
| | | | | | | | |
| 英文名籍 | English Name | | | | | | |
| 停任日期 Date of Cessation | | | | | | | |
| | ∃ DD | 月MM | 年 YYYY | | | | |

續頁 B Continuation Sheet B

公司編號 Company Number

| _ | | |
|---|--|--|
| | | |
| | | |
| | | |
| | | |

| 委任獲授權代表 | (自然人) | (第 3 項) | | | | |
|------------------|-------------|---------------|------------|----------|-----------|---|
| Appointment of A | uthorized R | epresentative | (Natural P | erson) (| Section 3 |) |

| | 中文姓名 Name in Chinese | | | | | |
|------------------------------|------------------------------------|-------------------|-------------|-----------------|--------------------------|-----------------------------|
| | 英文姓名 姓氏 Name in English Surname | | | | | |
| | 名字 Other Names | | | | | |
| | 香港地址 Hong Kong Address | | | | | |
| | | | | | | |
| | | | | | | |
| | 地區 Region | 香港/HONG I | | | | |
| | | (本處不接納「轉交」」 | 的比或郵政信箱號碼 (| Care of address | ses or post office box r | numbers are not acceptable) |
| 0 | 電郵地址 Email Address | | | | | |
| • | 身分識別 Identification | | | | | |
| (須在 PI-NN 填報完 | 整 | Identity Card | | | * | * * (*) |
| Provide identifi numbe | cation (b) with the | 家/地區 ry/Region | | | | |
| | <u>Partia</u> | 部分號碼 al Number | | | | |
| | | | | | | |
| | 委任日期 Date of Appointment | | | | | |
| | | | Ħ DD | | 月MM | 年 YYYY |

| I | 續百 | С | Continuation | Sheet | С |
|---|----|---|--------------|-------|---|
| В | 續自 | С | Continuation | Sheet | t |

公司編號 Company Number

| F | |
|---|--|
|---|--|

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

| | 時1江29/1997上1日ドソルレ ・ 3 | r rease tick the | elevant box | | | | |
|----|-------------------------------------|--|-------------|---|-------------|--------------------------------------|-------------------------|
| 12 | 商號或法團的性質 Nature of the Firm or C | orporation | A firm | 丁或律師法團 of solicitors or itor corporation | | 計 師事務所或 CPA firm or a corp | |
| | 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 | | | r/产练游班 'Care of a | ddrassas or | r noct office boy numb | ers are not acceptable) |
| | | (小//////////////////////////////////// | 汉」地址《郑政 | TEAE WILLIAM CALE UT A | uuresses or | post office box numb | ers are not acceptable) |
| 14 | 電郵地址 Email Address | | | | | | |
| | 委任日期 Date of App | ointment | | | | | |
| | | | | H DD | | 月MM | 年 YYYY |

PI-NN8

委任獲授權代表 (自然人) - 受保護資料

Appointment of Authorized Representative (Natural Person) – Protected Information



公眾紀錄不會顯示此頁

This page will not be shown on the public record

公司須於本頁申報新委任獲授權代表的香港身分證或護照的完整號碼。

The <u>full number</u> of Hong Kong Identity Card or passport of the newly appointed authorized representative should be reported on this page.

(每一頁PI-NN8 只可填模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-NN8 頁填報。 Each PI-NN8 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-NN8 sheet(s))

| 中文姓名 Name in Chinese | | |
|-------------------------|-------------------|--|
| 英文姓名 Name in English | 姓氏 Surname | |
| | 名字 Other Names | |

16 身分識別 Identification

(a) 香港身分證(<u>完整</u>號碼)

Hong Kong Identity Card (Full Number)



請勿覆蓋此頁內的條碼

)

DO NOT COVER THE BARCODES ON THIS PAGE

(交付表格 NN8 時,鑄將所有 PI-NN8 頁置於最後。 Please place all PI-NN8 sheets at the end when delivering the Form NN8.)



(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

- 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。
- 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

 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)

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

香港身分讚號碼

| 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) | | Α | 1 | 2 | 3 | * | * | * | (*) |
| AA123456(7) | Α | Α | 1 | 2 | 3 | * | * | * | (*) |

護昭嚇碼

| 25C 777C 144B | | | | | | |
|-----------------------|---------|--|--|--|--|--|
| 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) 如停任的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) *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。
- (d) 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. (a) 請填報獲授權代表的香港身分證的 遊分號礦。如該人並非香港身分證持有人,請提供其所持護照的 遊分號礦及簽發國家/地區。有關填報身分識別的 遊分號礦的 詳情及例子,請參閱附註 8。
 - (b) 蘭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-NN8 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-NN8 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-NN8 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-NN8 頁填報。

(d) 如獲授權代表並非香港身分證持有人,亦沒有任何護照,則請在有關的空格內填上「無」,亦無須提交 PI-NN8 頁。

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、《會計及財務匯報局條例》(第 588章)第 2(1)條所界定的執業法團、律師行,或《會計及財務匯報局條例》(第 588章)第 2(1)條所界定的會計師事務所擔任,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。

委任獲授權代表 (自然人) - 受保護資料 (PI-NN8)

15. 在 PI-NN8 頁所填報的香港身分證號碼或護照號碼為受保護資料。PI-NN8 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-NN8 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-NN8 頁填報。

16. 請填報新委任的獲授權代表的香港身分證的完整號碼。如該人並非香港身分證持有人,請填報其所持護照的完整號碼及簽發國家/地區。如該獲委任者沒持有香港身分證或任何護照,則無須揚交 PI-NN8 頁。

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.
- 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

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)

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)

 (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 —

- 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.

e.g.

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 ceasing to act is a natural person and has previously registered the partial number of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description above, please provide that partial number.
- (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.
- 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. (a) 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> and issuing country/region of the passport of the authorized representative. Please refer to Note 8 on the details and examples of <u>partial number</u>.
 - (b) Please <u>DO NOT</u> 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-NN8 sheet. PI-NN8 sheet and the information reported therein are withheld from public inspection.
 - Each PI-NN8 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-NN8 sheet(s).
 - (d) If the authorized representative holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NN8 sheet.

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 Accounting and Financial Reporting Council Ordinance (Cap. 588), or a firm of solicitors, or a CPA firm as defined by section 2(1) of the Accounting and Financial Reporting Council Ordinance (Cap. 588) 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.

Appointment of Authorized Representative (Natural Person) - Protected Information (PI-NN8)

- 15. Hong Kong Identity Card number or passport number reported on PI-NN8 sheet is protected information. PI-NN8 sheet and the information reported therein are withheld from public inspection.
 - Each PI-NN8 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-NN8 sheet(s).
- 16. Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the full number and issuing country / region of the passport of the newly appointed authorized representative. If the appointee(s) hold(s) neither a Hong Kong Identity Card nor a passport, there is no need to submit a PI-NN8 sheet.



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

表格 NN8C

公司編號 Company Number

| 註 Note | | | | | | | F | | | | |
|--------|----|---|--|-----------|--------------|--------------|----------|----------------------------|--|--|--|
| 0 | 1 | 公司名稱 Company Na | me | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | 2 | 獲授權代表詳情更改 | (自然人) | | | | | | | | |
| | | Change in Particulars of Authorized Representative (Natural Person) | | | | | | | | | |
| | | (如涉及超過一名屬自然人的獲技權代表,請用續頁 A 填報 Use Continuation Sheet A if more than 1 authorized representative, who is a natural person, is involved) | | | | | | | | | |
| | A. | 現時在公司註冊處登記 | 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 | | | | | | | | | |
| _ | | | | | | | | | | | |
| 8 | | 身分識別 Identification | | | * | * * | (*) | | | | |
| | | | | 香港身: | 分體部分號 | 碼 | | 護照 <u>部分號碼</u> | | | |
| | | | Partial | Number of | Hong Kong Id | dentity Card | | Partial Number of Passport | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| 4 | | 交人資料 Presentor's Refei 名 Name: | rence | | 請勿 | 填寫本欄 | For Offi | icial Use | | | |
| | | 社 Address: | | | | | | | | | |
| | ~ | <u> </u> | | | | | | | | | |
| | | | | | | | | | | | |
| | 電 | 話 Tel: 傳 | 真 Fax: | | | | | | | | |

電郵 Email: 檔號 Reference: 表格 NN8C

| 公 | 可編號 | Company | Number |
|---|-----|---------|--------|
| F | | | |

- 2 獲授權代表詳情更改 (自然人) (顯上頁)
 Change in Particulars of Authorized Representative (Natural Person) (contd)
- B. 更改詳情 Details of Change(s)

| | 讃り | ₹/模/ | <u> </u> | 改的 | 項 | 月 Plea: | se comple | ete item(s) | with char | nge(s) on | <u>'y</u> | | | | |
|-----------------------------|---------------------------------|------|----------|-------------|----------|-----------------|------------|------------------------|-----------------|------------------------|-----------|--------|-------------|----------|----------|
| | (a) 中文姓名 Name in Chinese | | | | | | | | | 生效日期 Effective Date | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | H DD | B MM | 年 YYYY |
| | | | | | | | | | | | | | 4 55 | ,, | T |
| | (b) | 英文 | 姓名 | Nam | e in | English | n | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | 3 | 性氏 Surna | me | | | | Ħ DD | 月MM | 年 YYYY |
| | | | | | | | | | | | | | | | |
| | | | | | | | 名 | 字 Other Na | ames | | | | | | |
| | (c) | 香港 | 地址 | Hong | g Ko | ng Add | Iress | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | \vdash | | | | | | | | | | | | Ħ DD | 月MM | 年 YYYY |
| | | | | | | | | | | | | | | | |
| | \equiv | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | 地 i Regi | <u> </u> | 6 ## <i>/</i> | /HONG | KONG | | | | | | | |
| | | | | Regi | on L | = <i>r</i> e: / | | | druha tal til u | Darley and Adaptive H | di seria | | | | |
| | | | | | | ('Car | | 怎不接納「鶇 ses or post(| | | | table) | | | |
| | (d) | 電郵 | 地址 | Ema | il Ac | Idress | | | | | | | | | |
| 10 | (-, | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | H DD | 月MM | 年 YYYY |
| ① | (e) | 香港 | 身分詢 | 登部: | 分號 | 碼 Pa | artial Num | ber of Hor | ng Kong lo | dentity Ca | rd | | | | |
| (須在 | | | | | | | | | * | * | * | (*) | | | |
| PI-NN8C 頁 填報完整 | | | | | L | | | | 71 | 1 | 71 | (4) | ∃ DD | B 1414 | 年 YYYY |
| 身分識別號碼 Provide full | | | | | | | | | | | | | H DD | A IVIIVI | 44-11111 |
| identification number in | (f) | 護照 | Pass | port | | | | | | | | | | | |
| PI-NN8C sheet) | | | | | | | | | | | | | | | |
| | 簽分國家/地區 Issuing Country∕ Region | | | | | | | | 日 DD | 月MM | 年 YYYY | | | | |
| | _ | | | | | ~ 4 | ~, -u | | | <u> </u> | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | ※ 分離 | 碼 <u>Partial</u> | Number | | | | | | |

表格 NN8C

| 公司編號 | Company Number |
|------|----------------|
| F | |

| 3 | 獲授 | 權化 | きょうりょう | 情更改 | (非自然人 |) |
|---|----|----|--------|-----|-------|---|
|---|----|----|--------|-----|-------|---|

定义: 1種 | 4 久中 | 再 天 以 (オ 日 孫 八) Change in Particulars of Authorized Representative (Other than Natural Person) (対法及超過一名編非自然人的獲技権代表・請用領頁 B 填報 Use Continuation Sheet B if more than 1 authorized representative, who is not a natural person, is involved)

| A. | | | | | | | | | |
|----|--|----------------|-----------------|--------------|--|-------------|------------------------|----------|-------|
| | 垷時在公司註卅處登記 | 的詳情 Parti | culars Currer | itly R | egistered with the Co | mpani | es F | Registry | , |
| | 中文名稱 | | | | | | | | |
| | Name in Chinese | | | | | | | | |
| | 英文名稱 Name in English | | | | | | | | |
| В. | 更改詳情 Details of Char | nge(s) | | | | | | | |
| | <i>請只填報有更改的項目</i> P | lease complete | item(s) with ci | hange | (s) only | | | | |
| | (a) 獲授權代表的名稱 Na | me of Authoriz | ed Representa | tive | | | 生效日期 Effective Date | | |
| | | | | | | | | | |
| | | 中文 | Chinese | | | | DD | 月MM | 年YYYY |
| | | | | | | | | | |
| | (1) 405 305 107 11 11 14 15 | | English | | | | | | |
| | (b) 香港地址 Hong Kong A | Address | | | | ¬_ | | | |
| | | | | | | | | | |
| | | | | | | 7 8 | DD | 月MM | 年YYYY |
| | | | | | | ╛ | | | |
| | | | | | | | | | |
| | 地區余进/Ⅱ | ONG KONG | | | | ┪ | | | |
| | Region 音冲 / I | | 纳「轉交」地址或 | % ### XX+ /= | ≒ 45° 54° ZHA | | | | |
| | ('Car | | | | are not acceptable) | | | | |
| | | ss | | | | | | | |
| | (c) 電郵地址 Email Addres | | | | | | | | _ |
| | (c) 電郵地址 Email Addres | - | | | | 11 | | | |
| | (c) 雪郵掛井 Email Address | | | | | | | | |
| | (c) 電郵地址 Email Addres | | | | | _ <u> </u> | DD | 月MM | 年YYY |
| 本 | (c) 電郵地址 Email Addres 中報表包括下列續頁 / PI-N | | turn includes 1 | the fol | llowing Continuation Sh | | | | |
| | | | turn includes t | the fol | llowing Continuation Sh PI-NNSC (<u>不會</u> 供公眾查) | neet(s), | ∕PI-I | NN8C SI | |

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

表格 Form NN8C

續頁 A Continuation Sheet A

公司編號 Company 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)

| Δ | 現時在公司註冊處登記的詳情 Particulars Currently Registered with | the Con | nnanios I | Panietn | , |
|-----------|--|----------|-------------------|-----------------------------------|-------|
| ۸. | 中文姓名 | | iipailies i | (egisti) | |
| | Name in Chinese | | | | |
| | 英文姓名 姓氏 Name in English Sumame | | | | |
| | 名字 Other Names | | | | |
| | 身分識別 Identification * * * * (* |) | | | |
| | 香港身分體 <u>部分號碼</u> <u>Partial Number</u> of Hong Kong Identity Card | <u> </u> | 護照 Partial Num | 多分號和 I ber of Pa | |
| _ | The real half life in a second of the second | | | | |
| в. | 更改詳情 Details of Change(s) 議只填報有更改的項目 Please complete item(s) with change(s) only | | | L +45 PT # | ю. |
| | (a) 中文姓名 Name in Chinese | | | E效日類 ective D | |
| | | | | | |
| | | | H DD | 月MM | 年 YYY |
| | (b) 英文姓名 Name in English | | | | |
| | | | | | |
| | 姓氏 Surname | | Ħ DD | 月MM | 年YYY |
| | | | | | |
| | 名字 Other Names | l | | | |
| | (c) 香港地址 Hong Kong Address | | | | |
| | | | | | |
| | | | 日 DD | 月MM | 年 YYY |
| | | | | | |
| | | | | | |
| | 地區 Region 香港 / HONG KONG | | | | |
| | Region 首 ME / 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 accepta | ble) | | | |
| | (d) 電郵地址 Email Address | | | | |
| | | | | | |
| | (e) 香港身分體部分號碼 <u>Partial Number</u> of Hong Kong Identity Card | | Ħ DD | 月MM | 年 YYY |
| | * * * | (*) | | | |
| 貫 | | (.) | Ħ DD | 月MM | 年 YYY |
| 光研 | (f) 護照 Passport | | | ואיייי נע | |
| ll on | | | | | |
| sheet) | 簽發國家 ✓ 地區 Issuing Country ∕ Region | | Ħ DD | 月MM | 年 YYY |
| | Manager Committee Committe | | | | • |
| | 部分號碼 Partial Number | | | | |

表格 Form NN8C

| 續頁 B Continuation Sheet E |
|---------------------------|
|---------------------------|

| | 公司編號 | Company Numbe | r |
|---|------|---------------|---|
| F | = | | |

獲授權代表詳情更改 (非自然人) (第 3 項)
Change in Particulars of Authorized Representative (Other than Natural Person) (Section 3)

| 現時在公司註冊處登記的詳情 Particulars Currently Registered with the | Com | panies | s Registr | у |
|--|-----|-------------|----------------------------|------|
| 中文名稱 Name in Chinese | | | | |
| 英文名籍 Name in English | | | | |
| 更改詳情 Details of Change(s) | | | | |
| 讀只填報有更改的項目 Please complete item(s) with change(s) only | | | #- ** - 111 *** | |
| (a) 獲授權代表的名稱 Name of Authorized Representative | | | 生效日期 ffective Da | |
| | | | | |
| 中文 Chinese | | ∃ DD | 月MM | 年 YY |
| | 7 | | | |
| | | | | |
| 英文 English | | | | |
| (b) 香港地址 Hong Kong Address | | | | |
| | | | | |
| | | 3 DD | 月MM | 年YY |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| 地區 Region 香港/HONG KONG | 7 | | | |
| (本應不接納「轉交」地址或郵政信箱號碼) ('Care of addresses or post office box numbers are not acceptable) | _ | | | |
| | | | | |
| (c) 電郵地址 Email Address | | | | |
| (c) 電郵地址 Email Address | 1 | | | |
| (c) 電郵地址 Email Address | | | | |

PI-NN8C

| 公司編 | 號 Com | pany Number |
|-----|-------|-------------|
| F | | |

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

® X

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.

(毎一頁PI-NN8C 只可模報―名自然人的受保護資料。如超幾一名自然人資料,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 | |

4 身分識別 Identification

Passport

| (a) | | う誰 (完整 號場) ng Identity Card (Full Number) | | |
|-----|----|--|--|---|
| (b) | 護照 | 等 | | _ |

賽費團家/地區 Issuing Country/Region 完整號碼 Full Number



請勿覆蓋此頁內的條碼

DO NOT COVER THE BARCODES ON THIS PAGE

()

(文付表格 NN8C 時,鎮將所有 PI-NN8C 頁置於最後。 Please place all PI-NN8C sheets at the end when delivering the Form NN8C.)



《公司條例》(香港法例第 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

- 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。
- 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)

 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 組相同。

現時在公司註冊處登記的詳情 (第 2A 項)

8. (a) 為識別身分,請填報香港身分證的*部分號碼。*如該人並非香港身分證持有人,請 提供其所持護照的*<mark>部分號碼*。請根據以下有</mark>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) | | Α | 1 | 2 | 3 | * | * | * | (*) |
| AA123456(7) | А | Α | 1 | 2 | 3 | * | * | * | (*) |

維密懸確

| 52 7/K 30 U | | | | | | | |
|-----------------------|---------|--|--|--|--|--|--|
| 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) *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。
- (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)

- 請在適當的空格內申報獲授權代表的新詳價,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。
- 10. 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。

- 11. (a) 請申報獲授權代表新的香港身分證的*部分號碼*。如該人並非香港身分證持有人, 請提供其所持新護照的*部分號碼*及簽發國家/地區。有關填報身分識別的*部分號* 碼的詳情及例子,請參閱附註 8。
 - (b) 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。
 - (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。
- 12. 如獲授權代表屬非自然人,請申報其在香港的新營業地址。

獲授權代表詳情更改 (自然人) - 受保護資料 (PI-NN8C)

13. 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。

14. 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

- 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.
- 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.
- 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)

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)

 (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 -

- 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.

e.g.

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 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 <u>DO NOT</u> 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)

- 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.
- 10. 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.

- 11. (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 8 on the details and examples of <u>partial number</u>.
 - (b) Please <u>**DO NOT**</u> 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 'Nii' in the boxes provided. There is no need to submit a PI-NN8C sheet.
- 12. For an authorized representative other than a natural person, please report the new business address in Hong Kong if it is changed.
 - Change in Particulars of Authorized Representative (Natural Person) Protected Information (PI-NN8C)
- 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).
- 14. 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.



註冊非香港公司開始清盤及 清盤人/臨時清盤人的委任、停任

或更改詳情通知書

Notice of Commencement of Liquidation and Appointment / Cessation and Change in Particulars of Liquidator / Provisional Liquidator of Registered Non-Hong Kong Company

表格 NN11

| | | | | Form • | *** |
|------|---|----------------|---------------|---------|----------|
| | | | | 编號 Comp | any Numb |
| | | | F | | |
| 1 | 公司名稱 Company Name | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | 行清盤 In Liquida | | | |
| 2 | 開始清盤的詳情 Details of Commence | ment of Liquid | lation | | |
| A. | 清盤法律程序展開的日期 | | | | |
| | Date of Commencement of Proceedings Liquidation | for the | | | <u> </u> |
| _ | • | | □ DD | 月MM | 年 YYY |
| В. | 清盤法律程序展開的通知按照展開該法 所在地方的法律送達公司的日期 | 単程 序 | | | |
| | Date on which the Notice of Commencer | | ∐ DD | 月MM | 年 YYY |
| | Liquidation Proceedings was Served of Company according to the Law of the P | | - | | • |
| | which such Proceedings were Commenced | | | | |
| c. | 展開清盤法律程序所在國家/地區 | | | | |
| | Country/Region where Proceedings for the | Liquidation ar | e Commenced | | |
| D. | 清盤方式 Mode of Liquidation 游性所述的例识上 V 號 Please tick the relevant box | | | | |
| | 強制清盤 Compulsory Liquidation | | | | |
| | | | | | |
| | 成員自發清盤 Members' Voluntary Li | • | | | |
| | 債權人自發清盤 Creditors' Voluntary | Liquidation | | | |
| | 其他清盤方式 (請註明) Others (Pleas | se specify) | | | |
| 提 | 交人資料 Presentor's Reference | 請勿填其 | 写本欄 For Offic | ial Use | |
| ~ | 名 Name: | | | | |
| 地: | Address: | | | | |
| | | | | | |
| 雷 | 話 Tel: 傳真 Fax: | | | | |
| | Email: | | | | |
| ## I | Reference: | | | | |

| Fo | rm NN | 11 | | | | | | | F | | | | |
|---|--|-------------------------|---------|-------------------|----------|------------|-------------------|----------------|-------|---------------------------|------------|-----------|-----------|
| 3 | 委任清盤人/ Appointment (如委任超過一名自然 liquidator/provisional | of Liquidate 人為清盤人/庭 | or/F | Provision | al Liqui | | | | | | ıral perso | on is app | ointed as |
| | 請在適用的空格內加 | 上 ✓ 號 Please | tick ti | ne relevant bo | ox(es) | | | | | | | | |
| | 身分 Capacity | | | 清盤人 Liquidator | | | 斯清盤 rovisional | 人 Liquidato | or | | | | |
| | 類別 Status | | | 單獨 Sole | | | 同 pint | | _ | 共同及名 Joint & Se | | | |
| | 中文姓名 Name in Chinese | | | | | | | | | | | | |
| | 英文姓名 Name in English | 姓氏 Surname | | | | | | | | | | | |
| | | 名字 Other Names | | | | | | | | | | | |
| | 地址 Address | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | L | | | | | | | | | | |
| | Co | 國家/地區 puntry/Region | | | | | | | | | | | |
| 7 | 電郵地址 Email Address | | | | | | | | | | | | |
| 8 | 身分識別 Identif | ication | | | | | | | | | | | |
| 頁在 I-NN11 頁 [報完整 分識別號碼 | (a) 香港身分證 Partial Numb | | ng Id | entity Card | | | | | | * | * | * | (*) |
| rovide full lentification umber in I-NN11 sheet) | (b) 護照 Passport | | | | 200 | | / teh 100° | Issuing Co | ounto | / Pegion | | | |
| | | | | | 700.1 | X 1804 325 | · / #6 BB | issuing O | Junit | y/ Region | | | |
| | | | | | | 音 | 分號碼 | Partial Nu | ımbe | <u>r</u> | | | |
| | 委任日期 Date of Appointm | ent | | | | | | | | | | | |
| | | | | | | D D | | 月 | MM | | - 1 | ¥ YYYY | |

公司編號 Company Number

4 委任清盤人/臨時清盤人 (非自然人)

| rm NN1 | 1 | | F | |
|-------------------------|--|--------------------------|--|---------------------|
| | 語時清盤人(非自 Liquidator/Provi | | Other than Natural Person) | |
| | 人為清盤人/臨時清盤人 natural person, is appoin | | Continuation Sheet B if more than 1 liquid | dator / provisional |
| 請在適用的空格內加上 | ✓ 號 Please tick the rele | evant box(es) | | |
| 身分 Capacity | 清盤人 Liquidator | 臨時清盤人 Provisional Lie | quidator | |
| 類別 Status | 單獨 Sole | 共同 Joint | 共同及各別 Joint & Several | |
| 中文名稱 Name in Chinese | | | | |
| | | | | |
| 英文名稱 Name in English | | | | |
| 地址 Address | | <u> </u> | | |

公司編號 Company Number

| 請在適用的空格內加上 | 號 Please tick the rel | evant box(es) | | |
|-----------------------------|-----------------------|--------------------------------|-------------------------|----|
| 身分 Capacity | 清盤人 Liquidator | 臨時清盤人 Provisional Li | | |
| 類別 Status | 單獨 Sole | 共同 Joint | 共同及各別 Joint & Severa | ıl |
| 中文名稱 Name in Chinese | | | | |
| 英文名稱 Name in English | | | | |
| 地址 Address | | | | |
| | | | | |
| | | | | |
| 國家/地區 Country/Region | i n | | | |
| 電郵地址 Email Address | | | | |
| 委任日期 Date of Appointment | | | | |

H DD

F MM

| | 表 | | 44 | 4 | | | | | | 公司編號 Company Number | | | |
|----|-----|------------------------------------|-------------------|-----------------------------|----------------------------------|----------|-----------------------|-------------|-----------------|-------------------------------------|--|--|--|
| | Foi | rm ININ | 11 | | | | | F | | | | | |
| | 5 | 清盤人/臨 Cessation to (如超過一名清盤人 | Act as Lic | uidator/Pro | | | | liquidator/ | brovisional liq | uidator ceased to act) | | | |
| | | 現時在公司記 | 住冊處登記 | 的詳情 Partic | ulars Current | ly Regis | tered witl | n the Co | mpanies | Registry | | | |
| | | 請在適用的空格內 | 加上 🗸 號 Plea | ase tick the relevan | t box | | | | | | | | |
| | | 身分 Capacity | [| 清盤人 Liquidator | | | 時清盤人 rovisional Li | | | | | | |
| | | 清盤人/臨時 Particulars of L | | 情 (自然人) rovisional Liqui | dator (Natural F | Person) | | | | | | | |
| | | 中文姓名 Name in Chine | se | | | | | | | | | | |
| | | 英文姓名 Name in Englis | 姓氏 Surname | | | | | | | | | | |
| | | | 名字 Other Names | | | | | | | | | | |
| 9 | | 身分識別 Identification | | | | * | * * | (*) | | | | | |
| | | | | Partial | 香港身分證 <u>部</u> Number of Hong | | itity Card | | | 照 <u>部分號碼</u> Number of Passport | | | |
| | | 或 OR | | | | | | | | | | | |
| | | | | 情(非自然人 rovisional Liqui | | an Natur | al Person) | | | | | | |
| | | 中文名稱 Name in Chine | se | | | | | | | | | | |
| | | 英文名稱 | | | | | | | | | | | |
| | | Name in Englis | ih | | | | | | | | | | |
| | | | | | | | | | | | | | |
| 10 | | 停任日期 Da | te of Cessat | ion | | | | | | | | | |
| | | | | | | | H DD | 月 | MM | 年 YYYY | | | |

| 表 Fo | 格 NN11 | | 公司編號 Com | pany Number |
|---------|--|------------------|----------------|----------------------|
| 6 | 清盤方式更改 Change in Mode of Liquidation | | | |
| Α. | 生效日期 Effective Date | 目DD | 月MM | 年 YYYY |
| В. | 更改後的清盤方式 Mode of Liquidation after Change | | | |
| | 請在適用的空格內加上 ✓ 號 Please tick the relevant box | | | |
| | 強制濟盤 Compulsory Liquidation | | | |
| | 成員自發清盤 Members' Voluntary Liquidation | | | |
| | 價權人自發濟盤 Creditors' Voluntary Liquidation | | | |
| | 其他清盤方式 (請註明) Others (Please specify) | | | |
| 7 | 清盤人/臨時清盤人詳情更改(自然人) Change in Particulars of Liquidator / Provisional Lie (如李及超過一名屬自然人的清戲人/經濟清盤人・蔣用練頁 D 填報 Use C liquidator, who is a natural person, is involved) | | | idator / provisional |
| A. | 現時在公司註冊處登記的詳情 Particulars Currently Re | egistered with t | he Companies R | egistry |
| | 中文姓名 Name in Chinese | | | |
| | 英文姓名 Name in English 姓氏 Surname | | | |

香港身分證<u>部分號碼</u> Partial Number of Hong Kong Identity Card

* * (*)

護照部分號碼 Partial Number of Passport

名字 Other Names

•

身分識別

Identification

表格 Form NN11

| 公司編號 | Company Number |
|------|----------------|
| F | |

- 7 清盤人/臨時清盤人詳情更改 (自然人) (領上司)
 Change in Particulars of Liquidator / Provisional Liquidator (Natural Person) (contd)
- ⚠ B. 更改詳情 Details of Change(s)

| 請 | 只填報有 | 更改的 | 内項目 P | lease con | nplete ite | m(s) with | change(| s) only | | | | |
|----------|------------------|--------|------------|----------------|-------------|-----------|------------|--------------------|-------|-------------|---------------------|-------|
| (a) | 中文姓 | 名 Nam | e in Chin | ese | | | | | | E | 生效日期 ffective Da | te |
| | | | | | | | | | | | | |
| (b) | 英文姓: | 名 Nam | e in Enal | ish | | | | | | B DD | 月MM | 年 YYY |
| | | | | | | | | | | | | |
| \vdash | | | | 姓日 | 氏 Surnam | е | | | | 日 DD | 月MM | 年 YYY |
| | | | | | | | | | | | | |
| (c) | 地址 Ac | Idress | | 名字 | Other Nan | nes | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | Ħ DD | 月MM | 年 YYY |
| H | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | 國家/地 ntry/Reg | | | | | | | | | | | |
| (d) | 電郵地 | 上 Ema | il Addres | s | | | | | | | | |
| | | | | | | | | | | | | |
| (e) | 香港身: | 分證部 | 分號碼 | Partial Nu | umber of | Hong Kor | ng Identii | y Card | | ∃ DD | 月MM | 年 YYY |
| | | | | | | * | * | * | (*) | | | |
| (f) | 護照 Pa | conort | | 1 | | | | | | ∃ DD | 月MM | 年 YYY |
| (1) | RSE THE CO | зэрог | | | | | | | | | | |
| | | | 簽發圖 | 家/地區 | Issuing (| Country/R | egion | | | Ħ DD | 月MM | 年 YYY |
| | | | | | | | | | | | | |
| | | | | 部分號碼 | Partial I | Number | | | | | | |
| 請在 | 適用的空格 | 初加上 | ✓ 號 Plea: | se tick the re | elevant box | (| | | | | | |
| (g) | 類別 Sta | atus | 單獨 Sole | ١ | | 同 | | 共同及名 Joint & Se | | | | |
| | | | Sole | | 30 | 1111 | | JUIII & SE | veiai | ■ DD | 月MM | 年 YYY |

| | | 可編集 | 號 Company Number | | | | | | | | |
|-----|---|-----------------|---------------------------|-----------------------|----------|-----------|-----------------------|------|-------------|-------------------|---------|
| For | m ININ I I | | | | | | F | | | | |
| | 清盤人/臨時清盤人 Change in Particulars (如涉及超過一名屬非自然人的清 iquidator, which is not a natural) | of Liqu 盤人/臨 | iidato ^{涛濟盤人} | r/Pr , <i>請用</i> 編 | ovisi | onal Li | | | | | |
| A. | 現時在公司註冊處登記 | 的詳値 | Part | icular | s Curr | ently R | egistered with the Co | mpa | nies Re | gistry | |
| | 中文名稱 Name in Chinese | | | | | | | | | | |
| | 英文名稱 Name in English | | | | | | | | | | |
| В. | 更改詳情 Details of Cha | inge(s) | | | | | | | | | |
| | <i>請只填報有更改的項目</i> (a) 中文名稱 Name in Ch | | comple | te iten | ı(s) wit | h chang | e(s) only | | | 主效日期 fective D | |
| | (w) 十文石楠 Name in on | illese | | | | | | | | CCLIVE D | |
| | | | | | | | | | Ħ DD | 月MM | 年 YYYY |
| | (b) 英文名稱 Name in Eng | glish | | | | | | | | | |
| | | | | | | | | | | | |
| | (c) 地址 Address | | | | | | | _ | | | |
| | | | | | | | | _ | H DD | H MM | 年 YYYY |
| | | | | | | | | | . | ,, | ***** |
| | | | | | | | | | | | |
| | 國家/地區 Country/Region | | | | | | | | | | |
| | (d) 電郵地址 Email Addre | ss | | | | | | | | | |
| | | | | | | | | | | | |
| | 請在適用的空格內加上 🗸 號 Ple | ease tick t | he relev | ant box | | | | | ∃ DD | 月MM | 年 YYYY |
| | (e) 類別 Status 🏻 單 | 獨 | | | 可 | | 共同及各別 | | | | |
| | So | le | | Joi | nt | | Joint & Several | | ∃ DD | 月MM | 年 YYYY |
| 本 | 通知書包括下列續頁/P | I-NN11] | ₹ This | Notice | includ | des the f | ollowing Continuation | Shee | t(s) / PI-I | NN11 SI | neet(s) |
| Ė | 頁 Continuation Sheet(s) | A | В | С | D | Е | PI-NN11 (不會供公眾 | | | | |
| 頁 | 数 Number of pages | | | | | | 頁數 Number of pa | | | | |
| _ | | | | - | - | | | | | | |

簽署 Signed .

B

姓名 Name : 董事/公司秘書/經理/獲授權代表/ 日期 Date :

日DD /月MM/年YYYY

清盤人/臨時清盤人 Director/ Company Secretary/ Manager/ Authorized

Representative/ Liquidator/ Provisional Liquidator*

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

| 續頁 | A Continuation Sheet A |
|----|------------------------|
| | 公司編號 Company Number |
| | F |

委任清盤人/臨時清盤人 (自然人)(第3項)

Appointment of Liquidator / Provisional Liquidator (Natural Person) (Section 3)

| | <i>請在說</i> 身分 Capa | | 上 ✓ 號 Pleas | se tick | the relevant bo 清盤人 Liquidator | x(es) | | 臨時清盤/ Provisional I | - | | | | |
|--|--------------------------|-----------------------|----------------------|---------|--------------------------------------|-------|----|------------------------|------------|---------------------|---|----------|-----|
| | 類別 Stati | | | | 單獨 Sole | | | 共 同 Joint | | 共同及各 Joint & Sev | | | |
| | | 姓名 e in Chinese | | | | | | | | | | | |
| | | 姓名 le in English | 姓氏 Surname | | | | | | | | | | |
| | | | 名字 Other Names | | | | | | | | | | |
| | 地址 Addi | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | Cour | 國家/地區 htry/Region | | | | | | | | | | |
| 0 | | 地址 il Address | | | | | | | | | | | |
| 8 | 身分 | 識別 Identifi | cation | | | | | | | | | | |
| (須在 PI-NN11 頁 填報完整 身分識別號碼 | (a) | 香港身分證 Partial Numb | | Kong | Identity Card | | | | | * | * | * | (*) |
| Provide full identification number in PI-NN11 shee | (b) | 護照 Passport | | | | | | irel also / tol. ver | | | | | |
| | , | | | | | | 煮穀 | 國家/地區 | issuing Co | untry / Region | | | |
| | | | | | | | | 部分號碼 | Partial Nu | mber | | | |
| | | 日期 of Appointme | ent | | | | | 7.00 | | 7.44 | | h | |
| | | | | | | | | J DD | , | MM | | 年 YYYY | r |

| 續頁 | B Continuation Sheet B |
|----|------------------------|
| | 公司編號 Company Number |
| | F |

委任清盤人/臨時清盤人 (非自然人)(第4項)

Appointment of Liquidator / Provisional Liquidator (Other than Natural Person) (Section 4)

| <i>請在適用的空格內加上、</i> | 素 Please tick the re | levant box(es) | | | |
|-----------------------------|----------------------|---------------------|-------------------|---------------------------------|--------|
| 身分 Capacity | 清盤人 Liquidator | 臨時清盤 Provisiona | 人 I Liquidator | | |
| 類別 Status | 單獨 Sole | 典 同 Joint | | · 同及各別 bint & Several | |
| 中文名稱 Name in Chinese | | | | | |
| 英文名稱 Name in English | | | | | |
| 地址 Address | | | | | |
| | | | | | |
| | | | | | |
| 國家/地區 Country/Region | | | | | |
| 電郵地址 Email Address | | | | | |
| 委任日期 Date of Appointment | | | | | |
| | | B | DD | 月MM | 年 YYYY |

| 續頁 | C Conti | nuation Sheet C |
|----|---------|-----------------|
| | 公司編號 | Company Number |
| | F | |

清盤人/臨時清盤人的停任 (第5項)

| | 总登記的詳情 | | , , | ca with the t | | Registry |
|---|---------------------|------------------------------|-------------------|-------------------------|--------------------|------------------------------------|
| 請在適用的空格內加上, | 「號 Please tick the | relevant box | _ | | | |
| 身分 Capacity | 清盤 Liquid | | | 青盤人 ional Liquidator | | |
| 清盤人/臨時清盤 Particulars of Liquid | | | tural Person) | | | |
| 中文姓名 Name in Chinese | | | | | | |
| 英文姓名 Name in English Su | 姓氏 mame | | | | | |
| Other N | 名字 lames | | | | | |
| 身分識別 Identification | | | | k (*) | | |
| | <u>Par</u> | 香港身分證 rtial Number of Hor | | d | 護照音 Partial Num | 5分號碼 ber of Passp |
| 或 OR | | | | | | |
| | 人的詳情 (非自 | | er than Natural I | Person) | | |
| 清盤人/臨時清盤』 Particulars of Liquida | | | | | | |
| | | | | | | |
| Particulars of Liquida 中文名稱 Name in Chinese | | | | | | |
| Particulars of Liquida 中文名稱 | | | | | | |

續頁 D Continuation Sheet D

公司編號 Company Number

| _ | | |
|---|--|--|
| | | |
| | | |
| | | |
| | | |

清盤人/臨時清盤人詳情更改 (自然人)(第7項)

Change in Particulars of Liquidator / Provisional Liquidator (Natural Person) (Section 7)

| Δ | 現時在公司註冊處登記的詳情 Particulars Currently Registered with the | Compani | es Reni | strv |
|----------------------------|---|-------------|---------------------|----------|
| | 中文姓名 | | | - T |
| | Name in Chinese | | | |
| | 英文姓名 姓氏 Name in English Surname | | | |
| | 名字 Other Names | | | |
| 0 | 身分識別 Identification | | | |
| | Identification | AND TO | T +07 /\ 18-b \ | |
| | 香港身分體 <u>部分號碼</u> <u>Partial Number</u> of Hong Kong Identity Card | | (部分號) umber of F | |
| 12 B | 更改詳情 Details of Change(s) | | | |
| • | 請只填報有更改的項目 Please complete item(s) with change(s) only | | 生效日期 | |
| | (a) 中文姓名 Name in Chinese | Ef | fective Da | ite |
| | | | | |
| | (b) 英文姓名 Name in English | ∃ DD | 月MM | 年 YYYY |
| | | | | |
| | 姓氏 Surname | Ħ DD | 月MM | 年 YYYY |
| | XEX Currente | | /4 | |
| | 名字 Other Names | | | |
| | (c) 地址 Address | | | |
| | (6) 72-32 1-10-10-10 | | | |
| | | 日 DD | 月MM | 年 YYYY |
| | | D 00 | Ħ IVIIVI | 4-1111 |
| | | | | |
| | | | | |
| | 國家/地區 Country / Region | | | |
| • | | | | |
| 13 | (d) 電郵地址 Email Address | | | |
| | | | | |
| 14 | (e) 香港身分體部分號碼 Partial Number of Hong Kong Identity Card | ∃ DD | 月MM | 年 YYYY |
| (須在 | * * * (*) | | | |
| PI-NN11 頁 | | H DD | 月MM | 年 YYYY |
| 填報完整 身分識別號碼 | (f) 護照 Passport | a 00 | H IVIIVI | 3 |
| Provide full dentification | | | | |
| number in PI-NN11 sheet | ● | Ħ DD | 月MM | 年 YYYY |
| | | | | |
| | 部分號碼 Partial Number | | | |
| | 請在適用的空格內加上 		 號 Please tick the relevant box | | | |
| | (g) 類別 Status 単獨 共同 共同及各別 | | | |
| | Sole Joint Joint & Several | | | |
| | | ∃ DD | 月MM | 年 YYYY |

| 續頁 | E Continuation Sheet E |
|----|------------------------|
| | 公司編號 Company Number |
| | F |

清盤人/臨時清盤人詳情更改 (非自然人)(第8項)

Change in Particulars of Liquidator / Provisional Liquidator (Other than Natural Person) (Section 8)

| | A. 現時在公司註冊處登記的評價 Particulars Currently Registered with the C | ompanies | s Regis | try |
|----|--|-------------|-------------------|--------|
| | 中文名稱 Name in Chinese | | | |
| | 英文名稱 Name in English | | | |
| 12 | B. 更改詳情 Details of Change(s) | | | |
| _ | 請只填報有更改的項目 Please complete item(s) with change(s) only | | | |
| | (a) 中文名稱 Name in Chinese | | 主效日第 fective D | |
| | | 目DD | 月MM | 年YYYY |
| | (b) 英文名稱 Name in English | 1 | | |
| | | | | |
| | (c) 地址 Address | | | |
| | | | | |
| | | 目 DD | 月MM | 年YYYY |
| | |] | | |
| | 國家/地區 Country/Region |] | | |
| 13 | (d) 電郵地址 Email Address | 1 | | 1 |
| | | 日 DD | 月MM | 年YYYY |
| | 請在適用的空格內加上 ✓ 號 Please tick the relevant box | | | |
| | (e) 頻別 Status | | | |
| | | ∃ DD | 月MM | 年 YYYY |

PI-NN11

| 公司編號 | Company Number |
|------|----------------|
| F | |

清盤人/臨時清盤人的委任或詳情更改 (自然人) - 受保護資料 Appointment and Change in Particulars of Liquidator / Provisional Liquidator (Natural Person) - Protected Information

6 X

16

公眾紀錄不會顯示此頁

This page will not be shown on the public record

清盤人/臨時清盤人須於本頁申報其香港身分證或護照的<u>完整號碼</u>。
The <u>full number</u> of Hong Kong Identity Card or passport of the liquidator/provisional liquidator should be reported on this page.

(每一頁PI-NN11 只可填架一名自然人的受除護資料。如超過一名自然人資料。請另加PI-NN11 頁填報。 Each PI-NN11 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, before report to protections of the MINI sheet(s).

| please report separate | ly on additional PI-NN | 11 sheet(s).) | | | | | | | |
|--------------------------------------|--|-------------------------------------|--|--|-----------------|-----------|---|---|---|
| <i>請在邁用的空格內加上</i> 身分 Capacity | ・ / 號 Please tick th | e relevant box 清盤人 Liquidator | | | 清盤人 sional L | iquidator | r | | = |
| 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 Identifi | cation | | | | | | | | |
| (a) 香港身分證 (j Hong Kong Ide | 完整號碼) entity Card (Full Nur | nber) | | | | | | (|) |
| (b) 護照 Passport | 簽發國家/ Issuing Country/F | | | | | | | | |
| | 完整 Full No | | | | | | | | |



請勿覆蓋此頁內的條碼

DO NOT COVER THE BARCODES ON THIS PAGE

(交付表格 NN11 時,講將所有 PI-NN11 頁置於最後。 Please place all PI-NN11 sheets at the end when delivering the Form NN11.)



《公司條例》(香港法例第 622 章) 第 793 條規定交付的

註冊非香港公司開始清盤及 清盤人/臨時清盤人的委任、停任或更改詳情通知書

填表須知 — 表格 NN11

附註

引言

- 1. (a) 如關乎註冊非香港公司的清盤法律程序展開,公司必須根據《公司條例》第793(1)、(3)及(4)條,將載有清盤詳情的通知,以本表格交付公司註冊處處長(「處長」)登記。本表格須在公司展開清盤法律程序的日期,或在關於該清盤法律程序展開的通知按照展開該法律程序所在地方的法律送達公司的日期(以較遲的日期為進)後的15日內交付處長。
 - (b)公司亦必須根據該條例第793(6)條,將有關清盤法律程序詳情的更改、清盤人或 臨時清盤人的委任、停任或詳情更改的通知,在有關更改的日期後的15日內, 以本表格交付處長登記。
- 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

 本表格必須由一名董事、公司秘書、經理、獲授權代表、清盤人或臨時清盤人簽署。 公司註冊處不接納未簽妥的表格。

公司名稱 (第1項)

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。

委任清盤人/臨時清盤人 (第3及4項)

- 請提供清盤人或臨時清盤人的電郵地址(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。
- 8. (a) 請填報屬自然人的清盤人或臨時清盤人的香港身分證的*遊分號礦。*如該人並非香港身分證持有人,請提供其所持護照的*鄧分號礦*及簽發國家/地區。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:

孟举自公婆赌雄

| 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) 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。
- (c) 請另外於 PI-NN11 頁內填報清盤人或臨時清盤人完整的香港身分證號碼或護照 號碼。 PI-NN11 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-NN11 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-NN11 頁填報。

(d) 如清盤人或臨時清盤人並非香港身分證持有人,亦沒有任何護照,請在有關的 空格內填上「無」,亦無需提交 PI-NN11 頁。

清點人/臨時清點人的停任 (第 5 項)

- 為識別身分,請填報香港身分證的**部分號碼。**如該人並非香港身分證持有人, 請提供其所持護照的 *部分號碼*。有關填報身分識別的 *部分號碼*的詳情及例子, 請參閱附註8。
 - (b) 如停任的清盤人或臨時清盤人屬自然人,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」。
- 10. 如清盤人或臨時清盤人去世,請申報其去世日期,作為停任日期。

清盤人/臨時清盤人詳情更改 (第7及8項)

- 11. (a) 為識別身分,請填報香港身分證的 部分號碼。如該人並非香港身分證持有人, 請提供其所持護照的 部分號碼。有關填報身分識別的 部分號碼的詳情及例子, 請參閱附註 8。
 - (b) 如清盤人或臨時清盤人屬自然人,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) *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。
 - (d) 如該項資料未曾在本處登記,請在有關的空格內填上「無」。
- 12. 請在適當的空格內申報清盤人或臨時清盤人的*新鮮懷*,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。
- 13. 請提供或更新清盤人或臨時清盤人的電郵地址(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。
- 14. (a) 請申報清盤人或臨時清盤人新的香港身分證的**部分號碼**。如該人並非香港身分證持有人,請提供其所持新護照的**部分號碼**及簽發國家/地區。有關填報身分識別的**部分號碼**的詳情及例子,請參閱附註 8。
 - (b) *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。
 - (c) 請另外於 PI-NN11 頁內填報清盤人或臨時清盤人完整的香港身分證號碼或護照 號碼。 PI-NN11 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-NN11 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-NN11 頁填報。

(d) 如清盤人或臨時清盤人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-NN11 頁。

清盤人/臨時清盤人的委任或詳情更改 (自然人) - 受保護資料 (PI-NN11)

15. 在 PI-NN11 頁所填報的香港身分證號碼或護照號碼為受保護資料。PI-NN11 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-NN11 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 m PI-NN11 頁填報。

16. 請填報清盤人或臨時清盤人的香港身分證的完整號碼。如該人並非香港身分證持有人,請填報其所持讓昭的完整號碼及簽發國家/地區。

NOTICE OF COMMENCEMENT OF LIQUIDATION AND APPOINTMENT/CESSATION AND CHANGE IN PARTICULARS OF LIQUIDATOR/PROVISIONAL LIQUIDATOR OF REGISTERED NON-HONG KONG COMPANY

For the purposes of section 793 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN11

Introduction

- 1. (a) If proceedings are commenced for the liquidation of a registered non-Hong Kong company, the company must deliver a notice in this form to the Registrar of Companies (the Registrar) for registration, containing the particulars of the liquidation proceedings as required under sections 793(1), (3) and (4) of the Companies Ordinance. This form should be delivered to the Registrar within 15 days after the later of the date of commencement of any proceedings for the liquidation of the company, or the date on which the notice of commencement of such proceedings was served on the company according to the law of the place in which those proceedings were commenced.
 - (b) The company must also deliver a notice of any change in the particulars of the liquidation proceedings, appointment, cessation of the liquidator or provisional liquidator or any change in the particulars of the liquidator or provisional liquidator in this form to the Registrar for registration within 15 days after the date of the change as required under section 793(6).
- 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

This form must be signed by a director, company secretary, manager, authorized representative, liquidator or provisional liquidator. A form which is not properly signed will be rejected by the Companies Registry.

Company Name (Section 1)

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

Appointment of Liquidator / Provisional Liquidator (Sections 3 and 4)

- Please provide the email address of the liquidator or provisional liquidator, 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.
- 8. (a) 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> and issuing country/region of the passport of the liquidator or provisional liquidator who is a natural person according to the description of "Partial number" below:

Partial number means -

- 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

| rassport number | |
|---|----------------|
| Full Number (including punctuation marks and symbols) | Partial Number |
| ABCD1234567 | ABCD12 |
| ABCD12345678 | ABCD12 |
| ABCD123456789 | ABCD123 |
| ABC-123-4 | ABC1 |
| #A1234567H(*) | A1234 |

- (b) Please <u>DO NOT</u> 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 liquidator or provisional liquidator separately on a PI-NN11 sheet. PI-NN11 sheet and the information reported therein are withheld from public inspection.
 - Each PI-NN11 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-NN11 sheet(s).
- (d) If the liquidator or provisional liquidator holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NN11 sheet.

Cessation to Act as Liquidator / Provisional Liquidator (Section 5)

- (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. Please refer to Note 8 on the details and examples of <u>partial number</u>.
 - (b) If the liquidator or provisional liquidator ceasing to act is a natural person and has previously registered the <u>partial 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.
- For a deceased liquidator or provisional liquidator, the date of death should be given as the date of cessation.

Change in Particulars of Liquidator / Provisional Liquidator (Sections 7 and 8)

- 11. (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. Please refer to Note 8 on the details and examples of <u>partial number</u>.
 - (b) If the liquidator or provisional liquidator who is a natural person has previously registered the partial number 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 <u>DO NOT</u> 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.
- 12. Please state only the <u>new particulars</u> of the liquidator or provisional liquidator 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.
- 13. Please provide or update the email address of the liquidator or provisional liquidator, 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.
- 14. (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 liquidator or provisional liquidator. Please refer to Note 8 on the details and examples of <u>partial number</u>.
 - (b) Please <u>DO NOT</u> 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 liquidator or provisional liquidator separately on a PI-NN11 sheet. PI-NN11 sheet and the information reported therein are withheld from public inspection.
 - Each PI-NN11 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-NN11 sheet(s).
 - (d) If the liquidator or provisional liquidator no longer holds a Hong Kong Identity Card or any passport, please state 'Nii' in the boxes provided. There is no need to submit a PI-NN11 sheet.

Appointment and Change in Particulars of Liquidator / Provisional Liquidator (Natural Person) - Protected Information (PI-NN11)

- 15. Hong Kong Identity Card number or passport number reported on PI-NN11 sheet is protected information. PI-NN11 sheet and the information reported therein are withheld from public inspection.
 - Each PI-NN11 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-NN11 sheet(s).
- **16.** Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the full number and issuing country / region of the passport of the liquidator or provisional liquidator.