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 2023年 12月 27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	
表格編號	表格名稱	該條例的相關條文
NA1	免任核數師通知書	419(4)
NA2	核數師辭職通知書	417(3)
NAA1	公司章程細則修改通知書	88 及 96
NAA2	公司宗旨修改通知書	89
NAA3	原有公司對某些章程細則修改通知書	90
NAA4	公司地位更改通知書	94(2) 及 95(2)
NAC3	修改財務報表陳述書	449(3)
NAC4	更改會計參照日通知書	371(2)
NAMA1	獲批准的合併建議	684(1)(a)
NAMA2	合併的公司的董事就償付能力陳述發出的證明書	684(1)(b)
NAMA3	合併的公司的董事發出批准合併的證明書	684(1)(c)
NAMA4	委任合併後的公司的董事通知書	684(1)(d)
NAMA5	合併後的公司的董事發出有關債權人申索的證明書	684(1)(e)
NAMA6	向原訟法庭申請要求介入合併建議的通知書	686(4)
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)
NDB1	債權證或債權股證配發申報書	316(1)
NDR1	私人公司或擔保有限公司撤銷註冊申請書	750
NIN1	委任審查員通知書	842(1)
NIN2	審查員交付最終報告通知書	856(4)

	表格	該條例的相關條文
表格編號	表格名稱	改保例的伯酬除义
NIN3	審查員交付中期報告通知書	855(4)
NM1	押記詳情的陳述	335(1)、336(1)、
		338(2) \cdot 339(3) \cdot
		340(2) 及 342(2)
NM2	償付/清償債項或解除押記等的通知書	345
NM3	承按人行使財產管有權通知書	349(1)
NM4	承按人不再管有財產通知書	350(3)
NM5	委任接管人或經理人通知書	348(1)
NM6	停任接管人或經理人通知書	350(2)
NM7	更改接管人、經理人或管有財產的承按人的詳情通知書	350(4)
NM8	押記詳情的陳述(屬一個債權證系列的組成部分的債權	335(2)、336(2) 及
	證)	340(3)
NM9	債權證系列的發行詳情的陳述	341(2)
NMEM1	擔保有限公司成員人數增加通知書	114(1)
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
NN5	註冊非香港公司更改憲章、法規或章程大綱等的申報表	791(1) 及 (2)(a)
NN6	註冊非香港公司更改公司秘書及董事申報表(委任/停	791(1) 及 (2)(b)
	任)	
NN7	註冊非香港公司更改公司秘書及董事詳情申報表	791(1) 及 (2)(c)
NN8	註冊非香港公司更改獲授權代表申報表(委任/停任)	791(1) 及 (2)(b)
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)
NN9	註冊非香港公司更改地址申報表	791(1) 及 (2)(d)
NN10	註冊非香港公司變更法團名稱申報表	778(8)
NN11	註冊非香港公司開始清盤及清盤人/臨時清盤人的委	793
	任、停任或更改詳情通知書	
NN12	註冊非香港公司在香港經營業務時採用的經批准名稱申	782(4) 及 785(4)
	報表	
NN13	註冊非香港公司不再在香港設有營業地點通知書	794(1)
NN14	註冊非香港公司解散通知書	795(1)
NN15	註冊非香港公司修改帳目陳述書	790(4)
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)
NNC2	更改公司名稱通知書	107(2) 及 770(2)

	表格	<u> </u>
表格編號	表格名稱	該條例的相關條文
NNC3	出任首任董事職位同意書	74
NNC4	法院命令禁制公司使用名稱通知書	108(2)
NNC5	合資格公司的註冊申請書	807(2)
NR1	註冊辦事處地址更改通知書	658(3)
NR2	登記冊及公司紀錄備存地點通知書	309(2) 及 (3)、
		351(4) 及 (5)、
		354(1) 及 (2)、
		385(2) 及 (3)、
		471(4) \(543(5) \(\)
		619(2) 及 (3)、
		628(2) 及 (3)、
		641(4) 及 (5)、
		648(4) 及 (5)、
		653M(2) 及 (3)、
		653N(1) 及 (2)
NR3	有關債權證持有人登記支冊的通知書	312 及 315
NR4	有關成員登記支冊的通知書	636 及 639
NRE1	向少數股東發出的通知-全面收購(要約人全面收購少數	694(1)(a)
	股東的股份的權利)	
NRE2	向少數股東發出的通知-全面收購(少數股東要求要約人	702(1)(a)
	全面收購股份的權利)	
NRE3	向少數股東發出的通知-全面回購(回購公司全面回購少	713(1)(a)
	數股東的股份的權利)	
NRE4	向少數股東發出的通知-全面回購(少數股東要求回購公	720(1)(a)
	司全面回購股份的權利)	
NS1	申請新股份證明書	163(1)
NS3	擬發出新股份證明書的公告	164(1)
NS4	有關取消原有股份證明書及發出新股份證明書的公告	166(1)
NSC1	股份配發申報書	142(1)
NSC2	贖回或回購股份申報表	270(1)
NSC3	向原訟法庭申請撤銷從資本中撥款作付款的特別決議通	263(4)
	知書	
NSC6	支付獲批准的佣金通知書	148(2)(c)(i)
NSC9	向原訟法庭申請限制為購入股份而提供資助的通知書	286(5)
NSC11	更改股本通知書	171(1)

	表格			
表格編號	表格名稱	該條例的相關條文		
NSC13	股本幣值重訂通知書	173(1)		
NSC14	股額再轉換為股份通知書	175(1)		
NSC15	更改股份所附帶的權利通知書	184(1)		
NSC16	更改某類別成員的權利通知書(無股本公司)	192(1)		
NSC17	償付能力陳述書	216(1) 及 259(1)		
NSC18	向原訟法庭申請撤銷議決減少股本的特別決議通知書	220(4)		
NSC19	股本減少申報表(藉著以償付能力陳述支持的特別決議)	224 及 225		
NSC20	股本減少申報表(經原訟法庭確認)	230		
NU1	重新註冊為股份有限公司申請書	131		

2023年9月22日

公司註冊處處長鄧婉雯



免任核數師通知書 Notice of Removal of Auditor

表格 Form **NA1**

						阿莱笠 Business Regist	
註 Note							
ET NOTE	1	公司名稱 Company N	lame				
	•	Z 13 114 company is					
	2	被免任核數師的資料	Particulars of Audito	r beir	na Removed		
	_	姓名/名稱 Name			.9		
		地址 Address					
		室/樓/座等 Flat/Floor/Block etc.					
		大廈 Building					
		街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.					
		E District					
		地區 Region	香港/HONG KO	ONG			
	3	免任上述核數師的決	議日期				
		Date of Resolution Re	moving		∃ DD	月MM	年 YYYY
		the above Auditor			400	74	T
	4	免任日期 Pote of Romanal					
		Date of Removal			日 DD	月MM	年 YYYY
_							
5	簽:	Signed:					
	姓	名 Name :	公司秘書 Company Se		日期 Date :		
	* :::	重事 Director/		cretary		目DD / 月MM	/ 年YYYY
	胡り	删去不透用有 Delete WillChever to	oes not apply				
3		交人資料 Presentor's Ref	erence	請勿り	真寫本欄 For O	fficial Use	
		名/名稱 Name: 址: Address:					
			真 Fax:				
	_	郵 Email: 號 Reference:					

《公司條例》(第 622 章) 第 419(4) 條規定交付的

第 419(4) 條規定交付的 免任核數師通知書

填表須知 — 表格 NA1

附註

引言

- 4. 儘管公司與其核數師之間有任何協議,或公司的章程細則有任何規定,公司仍可藉在成員大會上通過普通決議,免除該核數師的職位。如免任的普通決議獲通過,公司須在自通過該決議的日期起計的15日內,以本表格將述明該事實的通知,交付公司註冊處處長(「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遵從《公司條例》中有關條文的規定而交付處長。

答 璺

5. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

NOTICE OF REMOVAL OF AUDITOR

For the purposes of section 419(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NA1

Introduction

- A company may by an ordinary resolution passed at a general meeting remove a person from the office of auditor despite any agreement between the company and the person or anything in the company's articles of association. If an ordinary resolution for the removal is passed, the company must deliver a notice in this form of that fact to the Registrar of Companies (the Registrar) for registration within 15 days beginning on the date on which it is passed.
- 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 a director or the company secretary. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.



核數師辭職通知書 Notification of Resignation of Auditor

表格 NA2

商業登記號碼 **Business Registration Number** 註 Note 公司名稱 Company Name 2 上述公司已收到核數節根據《公司條例》(第622章)第417(1)條發出的書面通知, 辭去核數師職位。該通知並附有根據《公司條例》第 424 條有關辭任核數師規定須 給予上述公司的陳述。 This company has received from the auditor a notice of resignation in writing that is given in accordance with section 417(1) of the Companies Ordinance (Cap. 622). The notice is accompanied by a statement required to be given by the resigning auditor to the company under section 424 of the Companies Ordinance. A. 公司收到核數師辭職通知的日期 Date of Receipt of Notice of Resignation # DD 月MM 年 YYYY B. 辭任核數師的資料 Particulars of Resigning Auditor 姓名/名稱 Name 地址 Address 室/樓/座等 Flat/Floor/Block etc. 街道/屋苑/地段/村等 Street/Estate/Lot/Village E District 地區 Region 香港/HONG KONG 辭任的生效日期 Effective Date of Resignation **H** DD 月MM 在 YYYY 簽署 Signed: 姓名 Name 日期 Date : 董事 Director/公司秘書 Company Secretary * B DD / **F** MM 在 YYYY *請刪去不適用者 Delete whichever does not apply 提交人資料 Presentor's Reference 譜勿填寫本欄 For Official Use 姓名/名稱 Name: 地址 Address: 電話 Tel: 傳真 Fax: 電郵 Email:

檔號 Reference:

《公司條例》(第 622 章) 第 417(3) 條規定交付的

核數師辭職捅知書

填表須知 — 表格 NA2

附註

引言

- 1. 任何人可藉向公司發出書面通知,辭去核數師職位,該通知須隨附《公司條例》 第424條規定須給予的陳述。公司須在自收到辭職通知的日期起計的15日內, 以本表格將述明該事實的通知,交付公司註冊處處長(「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。

簽署

5. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的經驗。

NOTIFICATION OF RESIGNATION OF AUDITOR

For the purposes of section 417(3) of Companies Ordinance (Cap. 622) Notes for Completion of Form NA2

Introduction

- 1. A person may resign from the office of auditor of a company by giving the company a notice in writing that is accompanied by a statement of circumstances required under section 424 of the Companies Ordinance. Within 15 days beginning on the date on which a company receives a notice of resignation, the company must deliver a notification in this form of that fact 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.

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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.



公司章程細則修改通知書(公司的宗旨及原有公司對某些章程細則的修改除外)

Companies Registry

Notice of Alteration of Company's Articles (Other than Alteration of Company's Objects and Certain Articles by Existing Company)

表格 衣格 NAA1

商業登記號碼

					Business Regist	tration Number
註 Note						
	1	公司名稱 Company Name				
8	2	章程細則的修改 Alteration of Articles				
	A.	修改通知 Notice of Alteration				
		上述公司已藉以下方式修改其章程細則一 This company has altered its articles by —				
		請在適用的空格內加上 ✔ 號 Please tick the relevant box				
		特別決議或普通決議				
		Special resolution or ordinary resolution (隨本表格一併交付經修改的章程細則的絕 (A certified copy of the company's articles as			with this form)	
		原訟法庭命令 An order of the Court (魔本表格一併交付有關的原訟法庭命令的I (An office copy of the order and a copy of the this form)				
	в.	修改的生效日期				
		Date on which the Alteration Takes Effect		目 DD	月MM	年 YYYY
	簽具	Signed :				
6						
	姓:	名 Name : 董事 Director / 公司秘書 Company Secr	-4	日期 Date : *		
	*		etary		日 DD / 月 MM	I / 年YYYY
		删去不適用者 Delete whichever does not apply				
4		交人資料 Presentor's Reference	請勿	填寫本欄 For	Official Use	
		名/名稱 Name: 址 Address:				
	PE J	Address:				
		括 Tel: 傳真 Fax:				
		SE Email:				
	備	Reference:	1			

(公司條例)(第622章) 第88及96條規定交付的

公司章程細則修改通知書(公司的宗旨及原有公司對某些章程細則的修改除外)

填表須知 — 表格 NAA1

附註

引言

- 公司在符合《公司條例》第88條的規定下,可修改其章程細則。在修改的生效日期後的15日內,公司須將關於該項修改的通知,以本表格交付公司註冊處處長(「處長」)登記。
- 如公司的章程細則的任何條文或公司的章程細則的任何條文的效力,被原訟法庭命令修改,該公司亦須在該項修改生效的日期後的15日內,將關於該項修改的通知,以本表格交付處長登記。
- 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被公司計冊處接納。
- 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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的 首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

章程細則的修改 (第2項)

- 8. (a) 公司在交付本表格時,須連同該公司經修改的章程細則的文本一併交付,該 文本須由該公司的一名高級人員核證為正確。
 - (b) 如公司的章程細則被原訟法庭命令修改,公司在交付本表格時,須隨附有關命令的正式文本,及經該命令修改的章程細則的文本。如有關公司已根據《公司條例》的另一條文將有關命令的正式文本交付處長,則無須再次交付有關命令。

NOTICE OF ALTERATION OF COMPANY'S ARTICLES

(Other than alteration of company's objects and certain articles by existing company)

For the purposes of sections 88 and 96 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NAA1

Introduction

- Subject to section 88 of the Companies Ordinance, a company may alter its articles of association.
 The company must deliver to the Registrar of Companies (the Registrar) for registration a notice of
 the alteration in this form within 15 days after the date on which the alteration takes effect.
- If any provision of a company's articles, or the effect of any provision of a company's articles, is altered by an order of the Court, the company must, within 15 days after the date on which the alteration takes effect, deliver to the Registrar for registration a notice of the alteration in this form.
- 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 or the company secretary. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.

Alteration of Articles (Section 2)

- (a) This form should be delivered with a copy of the company's articles as altered which is certified by an officer of the company as correct.
 - (b) If the company's articles are altered by an order of the Court, this form must be accompanied by an office copy of the order and a copy of the articles as altered by the order. If the company has already delivered an office copy of the order to the Registrar under another provision of the Companies Ordinance, the company does not need to deliver an office copy of the order again.



公司宗旨修改通知書 Notice of Alteration of Company's Objects

表格 NAA2

the Alle We are take the

				_	Business Regis	
庄 Note	•			L		
	1	公司名稱 Company Name				
9	2	宗旨的修改 Alteration of Objects				
		修改通知 Notice of Alteration				
	٦.		24.7			
		上述公司已通過特別決議修改其宗旨,並隨本表格 This company has passed a special resolution altering copy of the company's articles as altered.				
		決議通過日期 Date of Passing the Resolution				
			,	目 DD	月MM	年 YYYY
	ь	向法庭提出取消修改的中華 Application to Co.	irt for	Cancellation	of Altoration	
	В.	向法庭提出取消修改的申請 Application to Co			Of Alteration	
		適用於私人公司 (包括在《前身條例》下屬私人公司 Applicable to a private company (including a company limit				
		which was a private company under the predecessor Ordina				
		請在適用的空格內加上 🗸 號 Please tick the relevant box				
		在有關特別決議通過的日期後的 28 日内,無 No application is made to the Court to cancel th the relevant special resolution.				
		──有人已向原訟法庭提出取消該項修改的申請 一併交付原訟法庭確認該項修改的命令的正式 An application is made to the Court to cancel the the Court. An office copy of the order confirming	文本 altera	。 tion but the alt	eration has bee	n confirmed by
		法庭命令的日期 Date of Court Order				
				∄ DD	J 月 MM	年 YYYY
					,,	
•	Ager 6	Signed :				
U		Signed: 名 Name:		日期 Date :		
	班:	董事 Director / 公司秘書 Company Secreta	rv *	日期 Date :	日DD / 月MM	I / 年YYYY
	***		y		D DD / A WIIV	· / +-
	· <i>詞</i>	删去不適用者 Delete whichever does not apply				
5	提	交人資料 Presentor's Reference	請勿り	【寫本欄 For O	fficial Use	
		名/名稱 Name:				
	地址	Address:				
	電台	括 Tel: 傳真 Fax:				
		Email:				
	檔	Reference:				

(公司條例) (第 622 章) 第 89 條規定交付的

公司宗旨修改通知書

填表須知 — 表格 NAA2

附註

引言

- 根據《公司條例》第89條,公司可藉—
 - (a) 放棄或限制任何宗旨;或
 - (b) 採納本可在-
 - (i) (如屬根據《公司條例》組成及註冊的公司)有關章程細則註冊時,合 法地載於該公司的章程細則內的任何新宗旨;或
 - (ii) (如屬根據《舊有公司條例》組成及註冊的公司)有關組織章程大綱註冊時,合法地載於該公司的組織章程大綱內的任何新宗旨,

修改有關宗旨,而該項修改須藉特別決議作出,該決議的通知須已向該公司的 所有成員發出。

- 如私人公司(包括在《前身條例》第2(1)條所界定屬私人公司的擔保有限公司)(「私人公司」)通過特別決議修改其宗旨—
 - (a) 在無人於有關特別決議通過的日期後的28日內(「申請的限期」)向原訟法 庭提出要求取消該項修改的申請的情況下,該公司須在提出該申請的限期 屆滿後的15日內,將關於該項修改的通知,以本表格交付公司註冊處處長 (「處長」)登記;或
 - (b)如有人於申請的限期內向原訟法庭提出要求取消該項修改的申請,原訟法庭可取消或確認有關修改。如原訟法庭確認有關修改,該公司須在原訟法庭命令的日期後的15日內(或如獲准延長限期,則在經延長的限期內),將關於該項修改的通知,以本表格交付處長登記。
- 如公眾公司或擔保有限公司通過特別決議修改其宗旨,該公司須在該決議通過的日期後的15日內,將關於該項修改的通知,以本表格交付處長登記。
- 4. 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。
- 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 表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

簽署

7. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

8. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊應所發出的「公司註冊證明書」上的編號。

宗旨的修改 (第2項)

- (a) 公司在交付本表格時,須連同該公司經修改的章程細則的文本一併交付, 該文本須由該公司的一名高級人員核證為正確。
 - (b) 如私人公司獲原訟法庭確認有關修改,原訟法庭命令的正式文本亦須一併交付。

NOTICE OF ALTERATION OF COMPANY'S OBJECTS

For the purposes of section 89 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NAA2

Introduction

- Under section 89 of the Companies Ordinance, a company may, by special resolution of which
 notice has been given to all members of the company, alter the objects as stated in the
 company's articles by
 - a) abandoning or restricting any of the objects; or
 - b) adopting any new object that could lawfully have been contained
 - (i) in the company's articles when the articles were registered in the case of a company formed and registered under the Companies Ordinance; or
 - (ii) in the company's memorandum of association when the memorandum was registered in the case of a company formed and registered under a former Companies Ordinance.
- In the case of a private company, including a company limited by guarantee which was a private company as defined by section 2(1) of the predecessor Ordinance (private company), after passing a special resolution altering its objects —
 - (a) if no application is made to the Court to cancel the alteration within 28 days after the date of passing the relevant special resolution (the application period), the company must, within 15 days after the end of the application period, deliver to the Registrar of Companies (the Registrar) for registration a notice of the alteration in this form; or
 - (b) if an application is made to the Court to cancel the alteration within the application period, the Court may cancel or confirm the alteration. If the alteration is confirmed by the Court, the company must, within 15 days after the date of the Court order confirming the alteration (or if an extension of time is granted for delivery of the notice, within the extended period), deliver to the Registrar for registration a notice of the alteration in this form.
- 3. In the case of a public company or company limited by guarantee, after passing a special resolution altering its objects, the company must, within 15 days after the date of passing the resolution, deliver to the Registrar for registration a notice of the alteration in this form.
- 4. 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.
- 5. 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.

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.

Business Registration Number

8. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.

Alteration of Objects (Section 2)

- (a) This form should be delivered with a copy of the company's articles as altered which is certified by an officer of the company as correct.
 - (b) In the case of a private company where a Court order confirming the alteration is made, an office copy of the order should also be delivered together with this form.



原有公司對某些章程細則修改通知書

(只適用於修改載於公司的組織章程大網內 及原可合法地載於該公司的章程細則內的條文)

Notice of Alteration of Certain Articles by Existing Company

(For altering any provisions which were contained in the Company's memorandum of association and could lawfully have been contained in the Company's articles instead)

註 Note

表格 NAA3

商業登記號碼

		表格僅適用於原有公司(即根據《舊有公司條例》組成及註 iis Form is only applicable to an existing company	冊的公司)	Business Regis	stration Number
	(i.€	e. a company formed and registered under a former Compa	nies Ordinance)		
	1	公司名稱 Company Name			
	_	who doe had the blanch and a grant			
)	2	章程細則的修改 Alteration of Articles			
	A.	修改通知 Notice of Alteration		· · · · · · · · · · · · · · · · · · ·	/ 八 哥 kr mi l
		上述公司已通過特別決議修改其章程細則(第622章)生效前,載於該公司的組織章			
		法地載於該公司的章程細則內,而非載於			
		改的公司章程細則的經核證文本。			
		This company has passed a special resolu			
		provision(s) of the articles was / were con			
		association immediately before the comme (Cap. 622) and could lawfully have been contain			
		memorandum was registered. A certified of		•	
		delivered with this form.	.,,	, , , , , , , , , , , ,	
		決議通過日期 Date of Passing the Resolution	1		
			目 DD	月MM	年 YYYY
)	提	交人資料 Presentor's Reference	請勿填寫本欄Fo	or Official Use	
	姓	名/名稱 Name:			
	地:	址 Address:			
	電	話 Tel: 傳真 Fax:			
	雷	郵 Email:			

檔號 Reference:

表格 NAA3

В	商業登記號碼 Business Registration Number

- 2 章程細則的修改 Alteration of Articles (續上頁 cont'd)
- B. 向法庭提出取消修改的申請 Application to Court for Cancellation of Alteration

適用於私人公司(包括在《前身條例》下屬私人公司的擔保有限公司) Applicable to a private company (including a company limited by guarantee

which was a private company under the predecessor Ordinance)

請在適用的空格內加上 🗸 號 Please tick the relevant box			
在有關特別決議通過的日期後的 28 日內, 讀。 No application is made to the Court to cance of passing the relevant special resolution.			
有人已向原訟法庭提出取消該項修改的申現隨本表格一併交付原訟法庭確認該項修 An application is made to the Court to cance confirmed by the Court. An office copy delivered with this form.	改的命令的』 el the alteratio	E式文本。 in but the alter	ration has been
法庭命令的日期 Date of Court Order			
•	日 DD	月MM	年 YYYY

簽署	Signed	:							
姓名	Name	:		日期 Date:					
			董事 Director/公司秘書 Company Secretary *		日 DD	/	月MM	/	年 YYYY

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

《公司條例》(第 622 章) 第 90 條規定交付的

原有公司對某些章程細則修改通知書 (只適用於修改載於公司的組織章程大綱內 及原可合法地載於該公司的章程細則內的條文)

填表須知 — 表格 NAA3

附註

引言

- 除《公司條例》第90(2)條另有規定外,如原有公司(即根據《舊有公司條例》組成及註冊的公司)的章程細則的任何條文—
 - (a) 是載於該公司的組織章程大綱內;及
 - (b) 在該組織章程大綱註冊時,是原可合法地載於該公司的章程細則內,而非 載於該組織章程大綱內,

原有公司可藉特別決議修改該等條文。

- 原有公司如屬私人公司(包括在《前身條例》第2(1)條所界定屬私人公司的擔保 有限公司)(「私人公司」),在通過特別決議修改附註1所述的章程細則的任何條 立後。
 - (a) 在無人於有關特別決議通過的日期後的28日內(「申請的限期」)向原訟法庭提出要求取消該項修改的申請的情況下,該公司須在提出該申請的限期屆滿後的15日內,將關於該項修改的通知,以本表格交付公司註冊處處長(「處長」) 登記:或
 - (b) 如有人於申請的限期內向原訟法庭提出要求取消該項修改的申請,並獲得原 訟法庭確認有關修改的命令,該公司須在原訟法庭命令的日期後的15日內 (或如獲准延長限期,則在經延長的限期內),將關於該項修改的通知,以本 寿格交付處長登記。
- 3. 原有公司如屬非私人公司或擔保有限公司,在通過特別決議修改附註1所述的 章程細則的任何條文後,該公司須在該決議通過的日期後的15日內,將關於該 項條內的通知,以本表格交付處長登記。
- 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。
- 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遵從《公司條例》中有關條文的規定而交付處長。

簽署

7. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

8. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的 首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊慮所發出的「公司註冊證明書」上的編號。

章程細則的修改 (第2項)

- 9. (a) 原有公司在交付本表格時,須連同該公司經修改的公司章程細則的文本一併 交付,該文本須由該公司的一名高級人員核證為正確。
 - (b) 如屬私人公司的原有公司獲原訟法庭確認有關修改,原訟法庭命令的正式文本亦須一併交付。

NOTICE OF ALTERATION OF CERTAIN ARTICLES BY EXISTING COMPANY

(For altering any provisions which were contained in the Company's memorandum of association and could lawfully have been contained in the Company's articles instead)

For the purposes of section 90 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NAA3

Introduction

- Subject to section 90(2) of the Companies Ordinance, an existing company, i.e. a company formed
 and registered under a former Companies Ordinance, may by special resolution alter any provision
 of the company's articles of association if the provision
 - (a) was contained in the company's memorandum of association; and
 - (b) could lawfully have been contained in the company's articles instead of in the memorandum of association when the memorandum was registered.
- 2. In the case of a private company formed and registered under a former Companies Ordinance, including a company limited by guarantee which was a private company as defined by section 2(1) of the predecessor Ordinance (private company), after passing a special resolution altering any provisions mentioned in Note 1
 - (a) if no application is made to the Court to cancel the alteration within 28 days after the date of passing the relevant special resolution (the application period), the company must, within 15 days after the end of the application period, deliver to the Registrar of Companies (the Registrar) for registration a notice of the alteration in this form: or
 - (b) if an application is made to the Court to cancel the alteration within the application period and an order confirming the alteration is obtained, the company must, within 15 days after the date of the Court order confirming the alteration (or if an extension of time is granted for delivery of the notice, within the extended period), deliver to the Registrar for registration a notice of the alteration in this form.
- 3. In the case of a non-private company or company limited by guarantee formed and registered under a former Companies Ordinance, after passing a special resolution altering any provisions mentioned in Note 1, the company must, within 15 days after the date of passing the resolution, deliver to the Registrar for registration a notice of the alteration in this form.
- 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.

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.

Business Registration Number

8. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.

Alteration of Articles (Section 2)

- (a) This form should be delivered with a copy of the company's articles as altered which is certified by an officer of the company as correct.
 - (b) In the case of a private company formed and registered under a former Companies Ordinance where a Court order confirming the alteration is made, an office copy of the order should also be delivered together with this form.



公司地位更改通知書 Notice of Change of Company Status

表格 NAA4

商業登記號碼 **Business Registration Number** 註 Note 公司名稱 Company Name 2 公司地位更改詳情 Details of Change of Company Status 上述公司已修改其章程細則,以致該公司的地位更改如下一 This company has altered its articles so that the company's status has been changed as follows — 請在適用的空格內加上√號 Please tick the relevant box 由私人公司轉為公眾公司 From a Private Company to a Public Company 現際本表格一併交付該公司按照《公司條例》(第 622 章)第 379 條擬備及為緊 接該項修改生效的財政年度前的財政年度擬備的周年財務報表的核證真實 文本。 A certified true copy of the company's annual financial statements that are prepared in accordance with section 379 of the Companies Ordinance (Cap. 622) and prepared for the financial year immediately before the financial year in which the alteration takes effect is delivered with this form. 由公眾公司轉為私人公司 From a Public Company to a Private Company 3 修改的生效日期 Effective Date of Alteration H DD 月MM 年 YYYY 簽署 Signed : 日期 Date 姓名 Name 董事 Director/公司秘書 Company Secretary 日DD / 月MM / *請刪去不適用者 Delete whichever does not apply 提交人資料 Presentor's Reference 譜勿填寫本欄 For Official Use 姓名/名稱 Name: 地址 Address: 電話 Tel: 傳真 Fax:

電郵 Email: 檔號 Reference:

《公司條例》(第 622 章) 第 94(2)及 95(2)條規定交付的

公司地位更改通知書

填表須知 — 表格 NAA4

附註

引言

- 如私人公司修改其章程細則,以致該章程細則不再符合《公司條例》第11(1)(a)條,則在該項修改生效的日期當日,該公司即不再是私人公司。如公眾公司修改其章程細則,以致該章程細則符合《公司條例》第11(1)(a)條,則在該項修改生效的日期當日,該公司即不再是公眾公司。有關公司除須按照《公司條例》第88(5)條的規定交付文件外,亦須於上述修改生效的日期後的15日內,將關於更改該公司的地位的通知,以本表格交付公司註冊處處長(「處長」)登記。
- 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。
- 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。

祭署

5. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的經號。

NOTICE OF CHANGE OF COMPANY STATUS

For the purposes of sections 94(2) and 95(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NAA4

Introduction

- 1. If a private company alters its articles of association so that the articles no longer comply with section 11(1)(a) of the Companies Ordinance, the company ceases to be a private company on the date on which the alteration takes effect. If a public company alters its articles of association so that the articles comply with section 11(1)(a) of the Companies Ordinance, the company ceases to be a public company on the date on which the alteration takes effect. In addition to the documents required for registration under section 88(5) of the Companies Ordinance, the company must, within 15 days after the date on which the above alteration takes effect, deliver to the Registrar of Companies (the Registrar) for registration a notice of the change of the company's status in this form.
- 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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.



修改財務報表陳述書 Statement of Revision of **Financial Statements**

表格

商業登記號碼 Business Registration Number

	本公司現按! 董事決定根:						
	In accordance statement is the following of the Compa	hereby give g financial s	en that the distatements of	directors of	the company	have decid	ed to ca
	涵蓋以下會記	†期的財務輔	接表 Financia	al Statements	Covering the	Period	ı
				至 To			
	日 DD	月MM	年 YYYY	1	目 DD	月MM	年 YYY
簽署	Signed :						
姓名	Ż Name :	₱ Director / 4	司和 · Comp	any Secretary*	日期 Date:		, ,
*請臘	工。 剛去不適用者 Delet			any Secretally	E	IDD / 月MM	/ 年 Y
提え	泛人資料 Prese	ntor's Referen	ce	請勿填寫	本欄 For Offic	cial Use	

(公司條例) (第 622章) 第 449(3) 條規定交付的

修改財務報表陳述書

填表須知 — 表格 NAC3

附針

引言

- 如公司的董事決定根據《公司條例》第449(1)條安排對公司的財務報表作出修改;及該財務報表的文本已遵照第664(3)(b)條的規定交付公司註冊處處長(「處長」),則該公司須在該決定作出後的7日內,將一份述明該財務報表將會被如此修改的警告陳述,以本表格交付處長至至。
- 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接 納。
- 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

本表格必須由公司的一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

STATEMENT OF REVISION OF FINANCIAL STATEMENTS

For the purposes of section 449(3) of Companies Ordinance (Cap.622)

Notes for Completion of Form NAC3

Introduction

- 1. If the directors of a company decide to cause any financial statements of the company to be revised under section 449(1) of the Companies Ordinance and a copy of the financial statements has been delivered to the Registrar of Companies (the Registrar) under section 664(3)(b), the company must, within 7 days after the decision, deliver to the Registrar for registration a warning statement, in this form, that the financial statements will be so revised.
- 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 a director or the company secretary. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.



更改會計參照日通知書 Notice of Alteration of Accounting Reference Date

表格 NAC4

商業登記號碼 **Business Registration Number** 註 Note 公司名稱 Company Name 2 更改詳情 Details of Change ● A. 現行或對上的會計參照期的終結日期 End Date of the Current or Previous H DD 月 MM 年 YYYY Accounting Reference Period **7** ■ B. 新的會計參照日 New Accounting Reference Date 請在適用的空格內加上 🗸 號 Please tick the relevant box 有關的會計參照期會被縮短,以致該期間終結的日期為以下的日期一 The accounting reference period concerned is to be shortened, so as to end on the following date -Ħ DD **F** MM 年 YYYY 有關的會計參照期會被延長,以致該期間終結的日期為以下的日期一 The accounting reference period concerned is to be extended, so as to end on the following date -Ħ DD **A** MM 年 YYYY

	∠ 名稱 Address				
電郵	Tel: Email:	00:	停真	Fax:	

請勿填寫本欄 For Official Use

③ 提交人資料 Presentor's Reference

表格	N	Λ	_	Л
Form	IN	Н		4

	商業登記號碼 Business Registration Number						
DD		月MM	年 YYYY				

C. 指明新的會計参照日的董事決議的日期 Date of the Directors' Resolution Specifying the New Accounting Reference Date

3	在五年內延長會計參照期
	Extension of Accounting Reference Period within Five Years

日的指明已獲成員的決議所批准。

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

公司並未就較早前的會計參照期指明一個新的會計參照日,從而延長該期間,而該較早前的會計參照期是在指明新的會計參照日前的5年內終結的。 The company has not specified a new accounting reference date in relation to an earlier accounting reference period so as to extend that earlier period, and the earlier accounting reference period ended within 5 years before the new accounting reference date is specified.
公司已就較早前的會計參照期指明一個新的會計參照日,從而延長該期間;而該較早前的會計參照期,是在是次指明新的會計參照日前的5 年內終結的。但是次指明的新的會計參照日,是與公司有關的控權公司的會計參照日同步的。 The company has specified a new accounting reference date in relation to an earlier accounting reference period so as to extend that earlier period, and the earlier accounting reference period ended within 5 years before the new accounting reference date is specified. However, the new accounting reference date of the holding company of the company.

The company has specified a new accounting reference date in relation to an earlier accounting reference period so as to extend that earlier period, and the earlier accounting reference period ended within 5 years before the new accounting reference date is specified. Specification of the new accounting reference date is approved by a members' resolution.

公司已就較早前的會計參照期指明一個新的會計參照日,從而延長該期間;而較早前的會計參照期,是在是次指明新的會計參照日前的5年內終結的。是次新的會計參照

簽署 Signed:								
姓名 Name :		日期 Date	:					
	養東 Director /公司 秘書 Company Secretary *	-	-	חח	1	H MM	1	Æ VVVV

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

《公司條例》(第 622 章) 第 371(2)條規定交付的

更改會計參照日通知書

填表須知 — 表格 NAC4

附註

引言

 公司的董事可根據《公司條例》第371(1)條就公司現行的或對上的會計參照期, 以及其後每個會計參照期,指明新的會計參照日。「對上的會計參照期」指在 緊接公司現行的會計參照期之前的會計參照期。

如屬**公眾公司**或**擔保有限公司**,公司須在指明該新的會計參照日的董事決議的 日期後的15日內,將關於該新的日期的通知,以本表格交付公司註冊處處長(「處長」)登記。

- 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。
- 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. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

更改詳情 (第2項)

- 7. 請述明有關的現行或對上的會計參照期會被縮短或被延長。如該期間被縮短, 該期間終結的日期,會變成該期間開始後新的會計參照日首次出現的日期。如 該期間被延長,該期間終結的日期,會變成該期間開始後新的會計參照日第二次出現的日期。
- 8. 如有以下情况,公司的董事不得就對上的會計參照期指明新的會計參照日一
 - (a) 根據《公司條例》第429條,須就參照該會計參照期而定出的財政年度,在 成員大會上提交關乎該財政年度的報告文件的文本供該公司省覽,而提交 該套文件的限期已屆滿;或
 - (b) 根據《公司條例》第430(3)條,須將關乎該財政年度的報告文件的文本送交成員,而送交該套文件的限期已屆滿。
- 公司的董事不得就某會計參照期指明一個新的會計參照日,從而將該期間延長 至紹過 18 個月。

NOTICE OF ALTERATION OF ACCOUNTING REFERENCE DATE

For the purposes of section 371(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NAC4

Introduction

1. The directors of a company may specify a new accounting reference date in relation to the company's current or previous accounting reference period, and every subsequent accounting reference period, under section 371(1) of the Companies Ordinance. "Previous accounting reference period" means the accounting reference period immediately preceding the company's current accounting reference period.

If the company is a <u>public company</u> or a <u>company limited by quarantee</u>, the company must, within 15 days after the date of the directors' resolution specifying the new accounting reference date, deliver a notice of that new date in this form to the Registrar of Companies (the Registrar) for registration.

- 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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.

Details of Change (Section 2)

- 7. Please state whether the current or previous accounting reference period concerned is to be shortened or extended. If the accounting reference period is to be shortened, it should end on the first occasion on which the new accounting reference date falls or fell after the beginning of that period. If the accounting reference period is to be extended, it will end on the second occasion on which the new accounting reference date falls or fell after the beginning of that period.
- The directors of a company must not specify a new accounting reference date in relation to the previous accounting reference period if —
 - (a) the period for laying before the company in general meeting under section 429 of the Companies Ordinance a copy of the reporting documents for the financial year determined by reference to that accounting reference period has expired; or
 - (b) the period for sending a copy of the reporting documents for the financial year to the members under section 430(3) of the Companies Ordinance has expired.
- 9. The directors of a company must not specify a new accounting reference date in relation to an accounting reference period so as to extend the period to longer than 18 months.



獲批准的合併建議 Approved Amalgamation Proposal

表格 Form NAMA1

商業登記號碼

Note				business	Kegistration Number
	1 公司名稱 Co	ompany Name			
2	2 獲批 准的合 [。]	併建議 Amalgamation Pr	oposal that has be	en Approved	
	的文本。	上批准《公司條例》(第			
		e resolution approving an Ordinance (Cap. 622) is at		der section 680(1) or 681(1) of the
	決議的日期 Date of Reso	lution			
			日 DD	I 月 MM	年 YYYY
) ;	簽署 Signed :				
,	姓名 Name :			期 Date:	
*		r事 Director / 公司秘書 Com e whichever does not apply	pany Secretary *	日 DD /	月 MM / 年 YYYY
,	提交人資料 Prese 姓名/名稱 Name 地址 Address:		請勿填寫	本欄 For Official U	Jse
,	м <u>ым∟</u> ∧uuiess.				
	電話 Tel:	傳真 Fax:			
	电話 Tel: 電郵 Email:	得具 Fax.			

(公司條例) (第 622 章) 第 684(1)(a) 條規定交付的

獲批准的合併建議

填表須知 — 表格 NAMA1

附註

引言

- 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(本表格);
 - (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(表格NAMA4);
- (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。

- 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被 公司註冊處接納。
- 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,否則無須另加附承。
- 4. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」,或 親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話,則該 表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

簽署

5. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

APPROVED AMAI GAMATION PROPOSAL

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

Notes for Completion of Form NAMA1

Introduction

- 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 (this Form);
 - (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 (Form NAMA4):
- (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.

- 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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.



合併的公司的董事 就償付能力陳述發出的證明書 Certificate on Solvency Statement by **Directors of Amalgamating Company**

表格 NAMA2

商業登記號碼

				Business Registration Number
F Note				
Note				
	1	公	司名稱 Company Name	
	2	證	明書 Certificate	
			/我們*是上述合併的公司所有表決贊成作出	出償付能力陳述的董事,現按照
			公司條例》(第622章)第683 條證明一 We *, being all the director(s) of the above amalgamat	ting company who vote(s) in favour of
		ma	king a solvency statement, hereby certify in accordan dinance (Cap. 622) that —	
			我/我們* 認為 《公司條例》第679(1)(a)(i)及(ii)	
			In my/our * opinion, the conditions specified in section Ordinance are satisfied.	on 679(1)(a)(i) and (ii) of the Companies
		(b)	持該意見的理由是 Grounds for that opinion are	
		()	14 to 100 20 14 14 14 14 14 14 14 14 14 14 14 14 14	
	*請	删去。		
3	提交	[人3	資料 Presentor's Reference 請勿	填寫本欄 For Official Use
			名稱 Name:	
	地址	Ł Ad	dress:	
		∄ Tel		
		K Em	ail:	

表格 NAMA2

商業登記號碼
Business Registration Number

- 2 證明書 Certificate (續上頁 cont'd)
 - (c) 《公司條例》第679(1)(b)條指明的條件已獲符合。
 The condition specified in section 679(1)(b) of the Companies Ordinance is satisfied.
- 5 3 董事簽署 Signature(s) of Director(s)

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

姓名		簽署	日期	
Name :	where the contract of	Signed :	Date :	
	董事 Director	_		日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director		_	日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY

本證明書所包括的續頁數目 Number of Continuation Sheet(s) included in this Certificate

表格 NAMA2

續頁 Continuation Sheet

商業登記號碼

Business Registration Number

5 董事簽署 (第 3 項) Signature(s) of Director(s) (Section 3)

姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			目 DD / 月 MM / 年 YYYY

(公司條例) (第 622章) 第 684(1)(b) 條規定交付的

合併的公司的董事就償付能力陳述發出的證明書

填表須知 — 表格 NAMA2

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(本表格);
 - (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—
 - (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(表格NAMA4);
- (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

本表格必須由公司所有表決贊成作出償付能力陳述的董事簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司, 商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

CERTIFICATE ON SOLVENCY STATEMENT BY DIRECTORS OF AMALGAMATING COMPANY

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

Notes for Completion of Form NAMA2

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) (this Form);
 - (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 (Form NAMA4);
- (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 all the director(s) who voted in favour of making a solvency statement of the company. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.



合併的公司的董事發出 批准合併的證明書

Certificate of Approval of Amalgamation by Directors of Amalgamating Company

表格 Form NAMA3

商業登記號碼

					Business Registration Number		
註 Note					L		
	1	公司名稱 Company Name)				
	2	證明書 Certificate					
		我/我們*是上述合併	的公司的 唯一董	事/全體董事*	,現接	· 照 《公司條例》	
		(第622章)第684(1)(c)條					
		已按照公司的章程細則犯	隻批准。				
I/We *, being the sole director/all the directors * of the above amal					laamatina company		
		hereby certify in accordance with section 684(1)(c) of the Companies Ordinance (Cap. 62					
	that the amalgamation has been approved in accordance with Division 3 of Part 13 Companies Ordinance and the articles of the company.					3 of Part 13 of the	
		Companies Ordinance and	a the articles of the co	ompany.			
5 3 唯一董事或全體董事簽署 Signature(s) of Sole Director or All Directors					S		
_	(如空位不足,請用續頁填報 Use Continuation Sheet if the space is insufficient)						
		姓名	签署	н	期		
		Name :					
		董事 Director				日 DD / 月 MM / 年 YYYY	
		姓名	签署	н	期		
		Name :	Signed :		ate :		
		董事 Director				日 DD / 月 MM / 年 YYYY	
本證明書所包括的續頁數目 Number of Continuation Sheet(s) included in this Certification					ertificat	e	
		<i>剛去不適用者 Delete whichever does not apply</i>					
_							
3		文人資料 Presentor's Referen	ce	請勿填寫本欄 Fo	r Offici	ial Use	
		名/名稱 Name: nF Address:					
	A5 4	L Address.					
			真 Fax:				
		野 Email:					

續頁 Continuation Sheet

商業登記號碼

Business Registration Number

● 唯一董事或全體董事簽署 (第3項) Signature(s) of Sole Director or All Directors (Section 3)

姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			目 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :		Signed :	Date :	
	董事 Director			日 DD / 月 MM / 年 YYYY

《公司條例》(第 622 章) 第 684(1)(c) 條規定交付的

合併的公司的董事發出批准合併的證明書

填表須知 — 表格 NAMA3

附註

引言

- 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—
 - (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(本表格), 述明該合併已— (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(表格NAMA4);
- (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。

- 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。
- 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

 本表格必須由公司的唯一董事或全體董事簽署。所填報的董事姓名/名稱必須 與公司註冊處的紀錄相同。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

CERTIFICATE OF APPROVAL OF AMALGAMATION BY DIRECTORS OF AMALGAMATING COMPANY

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

Notes for Completion of Form NAMA3

Introduction

- 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 (this Form), 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 (Form NAMA4);
- (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.

- 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 sole director or all the directors of the company. Please note that the name(s) of the director(s) given under this Section <u>must be</u> identical to the name(s) kept in the Companies Registry's record. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.



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

表格 Form NAMA4 商業登記號碼 Business Registration Number

1	公司名稱 Company Nam	е				
			4 (E	No. also Common	4->	
	委任董事(法人團體)A (如委任超過一個法人團體為董事,請 請在適用的空格內加上 × 號 Please	用續頁A填報Use Cont	inuation She			opointed as director)
	身分 ::	董事		甫董事	代替 Alternate to	
	Capacity	Director		ernate ector		
	中文名稱 Name in Chinese					
	英文名稱 Name in English					
	地址 室/樓/B Address Flat/Floor/Block					
		大腹 ding				
	街道/屋苑/地段/木 Street/Estate/Lot/Village	才等 etc.				
	區/市/省/州/郵遞區 District / City Proving	优等 ce				
	State / Postal Code	と 區				
	Country/Re 電郵地址	gion				
	Email Address					
	商業登記號碼 Business Regi (只適用於在香港註冊的法人團體 Only applicable to body corporate registere					
	Advisory Note All directors of	均應閱讀公司註冊處 the company are advis cquaint themselves wit	sed to read	'A Guide on Dir	ectors' Duties' publi	shed by the Companies
	出任董事職位同意書 Con	sent to Act as Dire	ctor *#	删去不確用者 De	lete whichever does n	ot apply
	本人護代表上述公司確認 I, acting on behalf of the abo alternate director* of this com	,上述公司同意擔何 ve named company	任公司的:	董事/候補重	E事 *・	
	簽署 Signed :	-				
	姓名 Name :					
		董事(法人 Director / Company Secr	画體)的董 etary / Auth	事/公司秘書 orized Person of	/獲授權人士* the Director (Body Co	porate)*
E	交人資料 Presentor's Refer				For Official Us	. ,
1	名/名稱 Name:					
	也址 Address:					
į	PHF Tol.	伸官 Fov:		I		

電郵 Email: 檔號 Reference:

3	委任董事	(自然人)	Appointment of Director	(Natural Person))

(如委任超過一名自然人為董事・請用續買 B 填報 Use Continuation Sheet B if more than 1 natural person is appointed as director) 議在補用的字核内加ト ゲ Please tick the relevant box(es)

	BHILLAS/NHJ_LIGITJJJ	J		an 20x(00)									
12	身分 Capacity		□ 董 Dir	ector	_	候補董 Alternat Director	е	代替 Alter	nate to				-
ß	中文姓名 Name in Chinese	a				Director							=
	英文姓名 Name in English	姓日											=
	<u>_</u> g	名号 Other Name	z										=
	前用姓名 Previous Names	中戈											=
	r revious Names	英文											=
	別名	Englis 中プ											=
	Alias	Chines _英ス											=
14	通訊地址	Englis 室/樓/座等	<u> </u>										=
(須在 PI-NAMA4 I	Address	Flat/Floor/Block e	. —										=
填報董事 通常住址	街道/屋	Buildir 整苑/地段/村等	F										=
Provide director's usi residential address in	uai	ite/Lot/Village et /州/郵遞區號等 ict/City/Province											=
PI-NAMA4 s	theet) Sta	ate / Postal Code et 図家/地口											=
15	電郵地址	Country / Region	n										=
	Email Address	ification											-
16 (須在 PI-NAMA4 副	身分識別 Ident (a) 香港身分證 Partial Numb		Identity C	ard					* *	*	(;	*)	
填報完整 身分識別號級 Provide full	(b) 護照 Passport	ı	簽發 ssuing Cou	國家/地 ntry /Reg	ion								
identification number in PI-NAMA4 sl			<u>Pa</u>	部分號 rtial Numl	碼 per								=
1	提示 Advisory Note	所有公司董事均 All directors of th Registry and acq	e compan	y are advis	ed to r	ead 'A G	uide on Dir	ectors' Dutie	s' published	d by the	一般責 Comp	₹任。 panies	=
17		同意書 Conse				illerai uu	ties of direc	ziors oddiniet	in the Guid	С.			-
		公司的董事/fas director/alte						that I have	attained the	age o	of 18 y	ears.	
	簽署 Signed:												
	本通知書包括下	列續頁/PI-NAN	A4 頁 Thi	s Notice	include	es the fo	ollowing C	ontinuation	Sheet(s)/	PI-NA	MA4 S	Sheet(s)
	續頁 Continua	tion Sheet(s)	Α		В	╛┟	PI-NAMA	4 (<u>不會</u> 供公眾	查閱 <u>NOT</u> fo	or Publi	ic Insp	ection)	
	頁數 Number o	of pages				」 L	頁數 Nur	nber of pag	es	<u> </u>			
6	簽署 Signed :												
	姓名 Name :						日期D	ate :					
	-	董事 Director/	公司秘書	Compa	ıny Se	cretary	*	E	DD / 月	MM /	年YY	YYY	

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

續頁 A Continuation Sheet A

商業登記號碼

Business	Registration	Number

委任董事 (法人團體)(第2項) Appointment of Director (Body Corporate) (Section 2)

請在適用的空格內加上 ✓ 號 Please tick the relevant box(es) 候補董事 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 室/樓/座等 Flat/Floor/Block etc. Address 大廈 Building **街道/屋苑/地段/村等** Street/Estate/Lot/Village etc. 區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc. 國家/地區 Country/Region 電郵地址 Email Address 商業登記號碼 Business Registration Number 在香港註冊的法人團體

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' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. 提示 **Advisory Note**

a

Only applicable to body corporate registered in Hong Kong)

	意書 Consent to Act as Director
	○司確認,上述公司同意擔任公司的董事/候補董事*。 of the above named company, confirm that the above company consents to act as director/
alternate director*o	
簽署 Signed :	
姓名 Name :	
	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

續頁 B Continuation Sheet B

商業登記號碼

_	Business	Registration	Number
Γ			
ı			
П			

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 b	ox(es)
------------	-----	-------------	----------------	--------

1	身分 Capacity	董事 Director	候補董事 Alternate Director	代替 Alternate to
13	中文姓名 Name in Chinese			
	英文姓名 姓氏 Name in English Surname			
	名字 Other Name			
	前用姓名 中文 Previous Names Chines			
	英文 Englis			
	別名 中文 Alias Chines			
	英文 Englis			
14	通訊地址 室/樓/座等 Correspondence Flat / Floor / Block et Address	i .		
(須在 PI-NAMA4 』 填報董事	大廈 Buildin			
通常住址 Provide director's usu residential	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc 區/市/省/州/郵遞區號等	;		
address in PI-NAMA4 s	District / City / Province / State / Postal Code etc	ć.		
_	國家/地區 Country/Regio	n		
15	電郵地址 Email Address			
16 (須在 PI-NAMA4 賞	身分識別 Identification (a) 香港身分證 <u>部分號碼</u> Partial Number of Hong Kong	Identity Card		* * * (*)
填報完整 身分識別號码 Provide full	(b) 護照 Passport Is	簽發國家/地區 ssuing Country / Region		
identification number in PI-NAMA4 st	neet)	部分號碼 Partial Number		
17	Advisory Note All directors of th	e company are advised	to read 'A Guide on Dir	,並熟悉該指引所概述的董事一般責任。 rectors' Duties' published by the Companies ctors outlined in the Guide.
17	出任董事職位同意書 Conse			
•	本人同意擔任公司的董事/fill consent to act as director/alter			n 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

商業登記號碼 Business Registration 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

18



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<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 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)

	有刀 Capacity	Director	K 相 基 争 Alternate Director	
13	中文姓名 Name in Chinese			
	英文姓名 姓氏 Name in English Surnam			
	名 约 Other Name			
19	身分識別 Identification (a) 香港身分證(<u>完整</u> 號碼) Hong Kong Identity Card (<u>Full</u> No	ımber)		()
	(b) 護照 Passport	簽發國家/地區 Issuing Country/Region		
		完整號碼 <u>Full</u> Number		
20	通常住址 Usual Residential Ad	Idress		
	室/樓/座等 Flat/Floor/Block etc.			
	大廈 Building			
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.			
	區/市/省/州/鄭麗區號等 District / City / Province / State / Postal Code etc.			-
	國家/地區 Country/Region			

(交付表格 NAMA4 時,請將所有 PI-NAMA4 頁置於最後。

Please place all PI-NAMA4 sheets at the end when delivering the Form NAMA4.)



(公司條例) (第 622 章) 第 684(1)(d) 條規定交付的

委任合併後的公司的董事通知書

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—
 - (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— (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 曾為遵從《公司條例》中有關條文的規定而交付處長。

簽署

5. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司,商業 登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

委任董事 (法人團體)(第2項)

- 7. 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。
- 8. 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」地址及郵政信箱號碼。
- 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。
- 10. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立/註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。
- 11. 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。公司應把該指引發给董事参考。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 樓公司註冊慮的詢問處案取。

委任董事 (自然人)(第3項)

- 12. 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。
- 13. 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。
- 14. 請申報董事的<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-NAMA4 頁內填報董事的 **通常住址。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。

15. 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。

16. (a) 請填報董事的香港身分證的*整分號碼*。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)-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

35 N// 3/8 ~~				
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」。
- 17. 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。

委任合併後的公司的董事 (自然人) - 受保護資料 (PI-NAMA4)

18. 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。

- 19. 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」。
- 20. 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」地址及郵政信箱號碼。

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.
- 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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued 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.
- 8. 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 and 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.
- 10. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.
- 11. Every newly appointed director or alternate director must sign the 'Consent to Act as Director' in this

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)

- 12. 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
- 13. 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.
- 14. 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).

15. 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.

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 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 'Nil' in the boxes provided.
- 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 (PINAMA4)

- 18. 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).
- 19. 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.
- 20. 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 and post office box numbers are not acceptable.



合併後的公司的董事發出 有關債權人申索的證明書

Certificate on Claims of Creditors by Directors of Amalgamated Company

表格 Form NAMA5

					Busi	ness Registration Numb
	公司名稱 Comp	any Name				
	Z 13 12 113 comp	,				
2	證明書 Certific	ate				
	《公司條例》(該公司資產價 比例,沒有債相 」/We*, being hereby certify in that where the p to the value of	第622章)第68 直的比例,高 it人會因此事 it人。 accordance w roportion of th that company' ompany's cree	34(1)(e)條證 於某合併的 可一分割 or/all the di vith section 6 le claims of the s assets is conditions in rela	明,假若合併 公司的債權人 F。 rectors/propos 84(1)(e) of the (he amalgamated greater than the	後的公司的 的申索相對 sed directo Companies d company' proportion	任的董事*,現按 的債權人的申案相 対該公司資產價值 r(s)*, of the compal Ordinance (Cap. 6: s creditors in relati n of the claims of company's asset,
3	唯一董事/全體 Signature(s) of S (如空位不足,請用續頁	ole Director/	All Directors	or Proposed Dir	rector(s)	
姓	_		簽署		日期	
Na		委任的董事 posed Director	Signed :		Date :	日 DD / 月 MM / 年 YY
姓	名		答署		日期	
-	ame :				- 774	
		委任的董事 posed Director				日 DD / 月 MM / 年 YY
本	 	買數目 Number	of Continuation	Sheet(s) included i	in this Certific	ate
*讀	新聞去不適用者 Delete whi	chever does not apply	′			
	交人資料 Presento	's Reference		請勿填寫	「本欄 For O	fficial Use
	名/名稱 Name: 址 Address:					
원	Audiess.					
電	話 Tel:	傳真 Fa	iX:			
_	郵 Email:					
檔	號 Reference:					

續頁 Continuation Sheet

商業登記號碼

Business	Registration	Number

電一董事/全體董事或擬委任的董事簽署(第3項) Signature(s) of Sole Director/All Directors or Proposed Director(s) (Section 3)

姓名 Nome		簽署 Signed :	日期	
Name :	董事/擬委任的董事 Director / Proposed Director	Signed:	Date :	日 DD / 月 MM / 年 YYYY
姓名 Name:		簽署 Signed:	日期 Date :	
	董事/擬委任的董事 Director / Proposed Director			日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :	董事/擬委任的董事 Director / Proposed Director	Signed:	Date :	日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :	董事/擬委任的董事 Director / Proposed Director	Signed:	Date :	日 DD / 月 MM / 年 YYYY
姓名 Name:		簽署 Signed:	日期	
ivaille .	董事/擬委任的董事 Director / Proposed Director	Signed:	Date .	日 DD / 月 MM / 年 YYYY
姓名 Name:		簽署 Signed:	日期 Data	
ivamo .	董事/擬委任的董事 Director / Proposed Director	_ Olgrica :	Baic .	日 DD / 月 MM / 年 YYYY
姓名		簽署	日期	
Name :	董事/擬委任的董事 Director / Proposed Director	Signed:	Date :	日 DD / 月 MM / 年 YYYY
姓名 Name		簽署 Signed:	日期	
Name :	董事/擬委任的董事 Director / Proposed Director	Signed .	Date :	日 DD / 月 MM / 年 YYYY

《公司條例》(第 622 章) 第 684(1)(e) 條規定交付的

合併後的公司的董事發出有關債權人申索的證明書

填表須知 — 表格 NAMA5

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—
 - (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—
 - (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(表格NAMA4);
- (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(本表格)。

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。

- 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。
- 3. 請提供提交人資料。除非有特別事項需要公司註冊處注意,否則無須另加附函。
- 4. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」,或 親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話,則該 表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

簽署

5. 本表格必須由公司的唯一董事/全體董事或擬委任的董事簽署。此外,所填報的董事姓名/名稱必須與公司註冊處的紀錄相同。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

CERTIFICATE ON CLAIMS OF CREDITORS BY DIRECTORS OF AMALGAMATED COMPANY

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

Notes for Completion of Form NAMA5

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 (Form NAMA4):
- (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 (this Form).

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.

- Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.
- 3. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.
- 4. This form can be delivered by post or in person to "The Companies Registry, 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong". If the form is delivered by post but the Registrar has not received it, the form will not be regarded as having been delivered to the Registrar in satisfaction of the relevant provision of the Companies Ordinance.

Signature

5. This form must be signed by the sole director / all the directors or the proposed director(s) of the company. Please note that the name(s) of the director(s) given under this Section <u>must be</u> identical to the name(s) kept in the Companies Registry's record. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.



向原訟法庭申請要求 介入合併建議的通知書

Notice of Application to Court to Intervene in Amalgamation Proposal

^{表格} NAMA6

商業登記號碼

				Business Registi	ration Numl
te					
	名稱 Company Name				
1 公司	在梅 Company Name				
2 申請	· 介入合併建議的通知				
	ce of Application to Intervene in Amalgar	nation P	roposal		
本人	是lam				
	公司的成員 a member of the company				
	公司的債權人 a creditor of the company				
	公司對之負有義務的人 a person to whom the company is under ar	obligation	on		
Notic	知:本人已向原訟法庭為《公司條例》 ce is given that an application has been mad Companies Ordinance (Cap. 622).				
但山	申請的日期	ĺ		I	1
	of Making the Application				
			∃ DD	月 MM	年 YYY
簽署 Sigr	ned:				
Mr. At Norma			M Data		
姓名 Nan	成員 Member/債權人 Creditor/	⁼ ;	関 Date : 国	DD / 月MM	/ 年 YYY
	公司對之負有義務的人				
	Person to whom the Company is under an obligation*				
*請刪去不差	適用者 Delete whichever does not apply				
提交人資	R Presentor's Reference	請勿	J填寫本欄 Fo	r Official Use	
姓名/名	***				
地址 Addre	ess:				
電話 Tel:	傳真 Fax:				
電郵 Emai	l:				
機器 Refer		1			

(公司條例) (第 622章) 第 686(4) 條規定交付的

向原訟法庭申請要求介入合併建議的通知書

填表須知 — 表格 NAMA6

附註

引言

- 1. 原訟法庭如信納某合併建議的生效,會不公平地損害合併的公司的成員或債權人或合併的公司對之負有義務的人,則可應有關成員、該債權人或該人在合併的生效日期前提出的申請,就該合併建議作出它認為合適的命令。申請人在向原訟法庭提出申請時,須將關於該申請的通知以本表格交付公司註冊處處長(「處長」)登記。
- 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接 納。
- 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。

等署

 本表格必須由向原訟法庭提出申請的成員、債權人或公司對之負有義務的人簽署。公司註冊 處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

NOTICE OF APPLICATION TO COURT TO INTERVENE IN AMALGAMATION PROPOSAL

For the purposes of section 686(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NAMA6

Introduction

- 1. If the Court is satisfied that giving effect to an amalgamation proposal would unfairly prejudice a member or creditor of an amalgamating company or a person to whom an amalgamating propagation, it may, on application by the member, creditor or person made before the date on which the amalgamation becomes effective, make any order it thinks fit in relation to the amalgamation proposal. On making the application to the Court, the applicant must deliver to the Registrar of Companies (the Registrar) for registration a notice of the application in this form.
- 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 member, creditor or the person to whom the company is under an obligation who makes the application to the Court. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.



周年申報表 Annual Return

表格 NAR1

商業登記號碼 Business Registration Number 註 Note 公司名稱 Company Name 商業名稱(如有的話) Business Name (If any) 3 公司類別 Type of Company 請在適用的空格內加上 V 號 Please tick the relevant box 私人公司 公眾公司 擔保有限公司 Company limited by guarantee Private company Public company 經營業務性質 **Business Nature** 編碼 Code 描號 Description 本申報表的結算日期 Date to which this Return is Made Up H DD **H** MM 年 YYYY 隨本表格交付的財務報表所涵蓋的會計期 Period Covered by Financial Statements Delivered with this Form (私人公司無需填報此項 A private company needs not complete this section) То 年 YYYY 12 在香港的註冊辦事處地址 Address of Registered Office in Hong Kong 室/樓/座等 Flat/Floor/Block etc. 大廈 Building 街道/屋苑/地段/村等 Street/Estate/Lot/Village E District 香港/HONG KONG 提交人資料 Presentor's Reference 請勿填寫本欄 For Official Use 姓名/名稱 Name: 地址 Address:

傳真 Fax:

電話 Tel:

電郵 Email: 檔號 Reference:

表格	NI	Λ	D4	١
Form	IN	А	$\mathbf{\Gamma}$	l

13	7	電郵地址 Email Address
13	8	香港聯絡電話號碼 Hong Kong Contact Telephone Number +852
	9	按揭及押記 Mortgages and Charges 載至本申報表的結算日期,所有根據《公司條例》(第 622 章)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配的負債總額 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 (Cap. 622) or would have been required to be so registered if created after 1 January 1912
	10	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稅此項 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

11 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				
	已發行股份 Issued Shares			
貨幣單位 Currency	總數 Total Number	總款額 Total Amount	已繳或視作 已繳的總軟額 Total Amount Paid up or Regarded as Paid up	
		Currency 總數	貨幣單位 Currency 總數 總款額	



商業登記號碼 **Business Registration Number**

商業登記號碼
Business Registration Number

12 公司秘書 Company Secretary

A. 公司秘書 (自然人) Company Secretary (Natural Person)

(如超過一名公司秘書屬自然人,請用續頁 A 填報 Use Continuation Sheet A if more than 1 company secretary is a natural person)

15	中文姓名 Name in Chinese	
	英文姓名 姓氏 Name in English Surmane	
	名字 Other Names	5
	前用姓名 中文 Previous Names Chinese	英文 English
	別名 中文 Alias Chinese	3
	英文 Englisl	
16	香港通訊地址 Hong Kong 室/樓/座等 Correspondence Address	À
	大 廋 Building	3
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc	
	Distric	i t
	地 區 Region	
•	電郵地址 Email Address	
18	身分識別 Identification	
	(a) 香港身分證 <u>部分號碼</u> Partial Number of Hong Kong I	dentity Card
	(b) 護照 Passport Is	簽發國家/地區 suing Country/Region
		<u>部分號</u> 粵 Partial Number
20	信託或公司服務提供者牌照 Tr 請填報牌照編號或在適用的空格內加上 < 號	rust or Company Service Provider Licence Please provide the licence no. or tick the relevant box
	牌照编號 Licence No.	無須領有牌照 Not required to obtain a licence

商業登記號碼	
Business Registration Number	
	Ξ

- 12 公司秘書 Company Secretary (續上頁 cont'd)
- B. 公司秘書 (法人團體) Company Secretary (Body Corporate)

(如超過一名公司秘書屬法人團體,請用續買 B 填報 Use Continuation Sheet B if more than 1 company secretary is a body corporate)

	中文名稱 Name in Chinese	
	英文名稱 Name in English	
22	香港地址 Hong Kong Address	
	大廈 Building	
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.	
	District	
	地區 Region	香港/HONG KONG
•	電郵地址 Email Address	
19	商業登記號碼 Business Registra	tion Number
20		ust or Company Service Provider Licence Please provide the licence no. or tick the relevant box
	PP照個號 Licence No.	無須領有牌照 Not required to obtain a licence

表格	NADA	
Form	NAR1	

商業登記號碼
Business Registration Number

13 董事 Directors

A. 董事 (自然人) Director (Natural Person)

(如超過一名董事廳自然人,請用續買 C 填報 Use Continuation Sheet C if more than 1 director is a natural person) 請在適用的空格內加上 < 號 Please tick the relevant box(es)

23	身分 Capacity		董事 Director	候補董事 Alternate Director	代替 Alternate to	
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		英文 English		
	別名 Alias	中文 Chinese				
		英文 English				
25	通訊地址 Correspondence Address	室/樓/座等 Flat/Floor/Block etc.				
		大廈 Building				
	街道/屋苑 Street/Estate/	i/地段/村等/Lot/Village etc.				
	區/市/省/ District/ State/	州/郵遞區號等 / City / Province / / Postal Code etc.				
		國家/地區 Country/Region				
26	電郵地址 Email Address					
27	身分識別 Identific					1
	(a) 香港身分證 <u>部</u> Partial Number	分號場 of Hong Kong Ide	ntity Card		* * * (*)
	(b) 護照 Passport	Issu	簽發國家/地 uing Country/Re	gion		
			部分號 Partial Num	谜 iber		

商業登記號碼

Business	Registration N	lumber

13 董事 Directors (續上頁 cont'd)

B. 董事 (法人團體) Director (Body Corporate)

(如超過兩名董事編法人團體,請用續頁 D 填報 Use Continuation Sheet D if more than 2 directors are body corporate) 請在適用的字核內加上 V 號 Please tick the relevant box(es)

_	1 身分	董事		候補董事	代替 Alternate to
	Capacity	Director		Alternate Director	
	中文夕報				
	中文名稱 Name in Chinese				
	英文名稱 Name in English				
28	地址 室/樓/座等 Address Flat/Floor/Block etc.				
	大 <i>廈</i> Building				
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.				
	區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.				
	國家/地區 Country/Region				
26	電郵地址 Email Address				
29	商業登記號碼 Business Regis (只適用於在香港註冊的法人團體 Only applicable to body corporate registere				
ä	青在適用的空格內加上 ✔ 號 Please tick	the relevant box(es)	1		
23 2	2 身分 Canacity	董事			代替 Alternate to
	Capacity	Director		Alternate Director	
	中文名稱 Name in Chinese				
	英文名稱 Name in English				
28	地址 室/樓/座等 Address Flat/Floor/Block etc.				
	大 廈 Building				
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.				
	區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.				
	國家/地區 Country/Region				
26	電郵地址 Email Address				
29	商業登記號碼 Business Regis (只適用於在香港註冊的法人團體 Only applicable to body corporate registere				

	商:	栗 兌 記 號 晦	
	Business I	Registration N	lumber
Г			

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

(只適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)

24)	中文姓名 Name in Chinese	
•	英文姓名 姓氏 Name in English Sumame	
	名字 Other Names	
	前用姓名 中文 Previous Names Chinese	
	別名 中文 Alias Chinese	
	英文 English	
25	通訊地址 Correspondence Address	
	大 廋 Building	,
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc	
	區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc	
	國家/地區 Country/Region	
26	電郵地址 Email Address	
27	身分識別 Identification (a) 香港身分證 <u>部分號碼</u> Partial Number of Hong Kong I	dentity Card
	(b) 護照 Passport	養養國家/地區 ssuing Country / Region
		部分號碼 Partial Number

商攀登記號礁	商	鲞	答	記	财	確
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Business Registration Number

_		(有股本的公司必須填報此項 Com 請在適用的空格內加上 ✓ 號 Ple		-	must comple	te this section	n)		
		非上市公司的成員的	情 列於附表	ŧ					
		Particulars of membe	rs of a non-li	sted compa	iny are liste	d in Schedu	le 1		
		上市公司的成員詳例 Particulars of membe			re listed in S	Schedule 2			
		公司的成員詳情列於)随本表格 阶	上的唯讀:	光碟或唯讀	型數碼多項	 動能光碟		
		Particulars of membe (載於唯讀光碟或唯讚 Particulars of members PDF format.)	型數碼多功能	光碟内的 成	員的詳情,	會以 PDF 相	8式供公眾以	電子方式查閱	
31	15	公司紀錄 Company Re	ecords						
		(如空位不足,請用續頁 E 填報 U	Jse Continuatio	n Sheet E if th	e space provid	ed is insufficie	nt)		
		公司備存下列紀錄的地址 Address where the following o						d in Section 6)	
		公司紀錄 Co	mpany Reco	rds			地址 Add	dress	
	16	陳述書 Statement							
		(如屬私人公司,請在空格內加上	✔ 號以作出此3	頂陳述 For a pi	rivate company	, please tick th	e box to make	the Statement)	
		現越明公司自最近一日期起)・並沒有發 本申報表的結算日期 條於計算公司成員人 The company has not, s, first annual return), issu that if the number of me of persons who, under s members of the compar	出邀請,以 對時不包括 數時不包括 since the date ed any invitation embers of the section 11(2) of	數請公眾人 十名,則 在內的人 of the last ar on to the pub company exc	士認購公司 B出五十名 nnual return (lic to subscrib ceeds 50 as a	可的任何股 之數的成員 or since the pe for any sha at the date of	份或債權證 ,全屬根據 date of incomp ares or deber this return, t	;同時如成 《公司條例》 coration in the stures of the co he excess cons	員人數於 第 11(2) case of the mpany and sists wholly
32		所有公司董事均應閱讀公 All directors of the company acquaint themselves with th	y are advised t	製的《董事 to read 'A Gui	de on Directo	並熟悉骸指 prs' Duties' pu	引所概述的 iblished by th	董事一般責任 e Companies R	egistry and
		本申報表包括下列續頁/	/附書 This R	eturn includ	es the follow	vina Continu	ation Sheet	(s) /Schedule	(e)
		华下报状包担 // 颜景/ /	MI AC THIS IC		ontinuation		iution once	附表一	附表二
			Α	В	С	D	E	Schedule 1	Schedule 2
		頁數 Number of pages							
		EE Cianad	•		•				
6		署 Signed :							
	姓	名 Name : 董事 Dire	ctor/公司秘	* Company	/ Secretary *	日期 D		DD / 月MM	/ 年YYYY
	*請	删去不適用者 Delete whichever do			,		н	. ,,	

14 有股本公司的成員詳情 Particulars of Member(s) of a Company Having a Share Capital

附表一 Schedule 1

(非上市公司適用 FOR NON-LISTED COMPANY)

本申報表的結算日期
Date to which this Return is Made Up

目DD 月MM 年YYYY

商業登記號鴝
Business Registration Number

非上市公司的成員詳情 (第 14 項) Particulars of Member(s) of a Non-listed Company (Section 14) (有股本的非上市公司可填模批算。如超過兩名成員,或超過一類股份,可另加附表一。另外,公司可選擇以降讓光碟或推讀型數碼多功能光碟提供成員詳情。 Non-listed company having a share capital can complete this page. If there are more than 2 members, or if there is more than one class of shares, please use additional Schedule 1. Alternatively, the company can choose to provide particulars of members in the form of CO-ROM or DVD-ROM.

及份類別 Class of Shares			此類別股份的已發行 Total Number of Issued	總數 Shares in this Class	3
中文姓名/名稱 Name in Chinese					持有股份數目 No. of Shares Held
英文姓名 Name in English					
或 OR	姓氏 Surnam	e	名字 Other Nan	nes	股份是聯名持有
英文名稱 Name in English					Shares are Jointly He (知避用・請加 ✓ 號 Please tick if applicable
	/樓/座等 or/Block etc.				
	大 厦 Building				
街道/屋苑/: Street/Estate/Lo					
	「郵遞區號等 y/Province/ ostal Code etc.				
Cou	國家/地區 untry/Region				
備註* Remarks*					
l	*例如聯名持有股份、	股份轉讓等的	/詳情。For example, details of joi	intly held shares, share tra	nsfer, etc.
中文姓名/名稱 Name in Chinese	*例如聯名持有股份、	股份轉讓等的	讨詳婧。For example, details of joi	intly held shares, share tra	持有股份數目
	*例如聯名持有股份、	股份轉讓等的]詳符。For example, details of joi	intly held shares, share tra	持有股份數目
Name in Chinese 英文姓名 Name in English 或 OR	*例如哪名持有股份、 姓氏 , Surnam		注辞的 · For example, details of joi		持有股份數目 No. of Shares Held 股份是聯名持有
英文姓名 Name in Chinese 英文姓名 Name in English 或 OR 英文名稱					持有股份數目 No. of Shares Held Bb 份是聯名持有 Shares are Jointly He (如應用,滿加 Y 鏡
英文姓名 Name in English 或 OR 英文名稱 Name in English 就也 就 English 就 OR					持有股份數目 No. of Shares Held Bb 份是聯名持有 Shares are Jointly He (如應用,滿加 Y 鏡
英文姓名 Name in English 或 OR 英文名稱 Name in English 就也 就 English 就 OR	姓氏 Suman				持有股份數目 No. of Shares Held Bb 份是聯名持有 Shares are Jointly He (如應用,滿加 Y 鏡
英文姓名 Name in English 変 OR 英文名稱 Name in English 数 大名稱 Name in English 地址 室 Address Flat/Flo 街道/屋苑/ Street/Estate/Lo	姓氏 Suman				持有股份數目 No. of Shares Helc Bb 份是聯名持有 Shares are Jointly He (如圖用·滿加 × 數
英文姓名 Name in English 英文女名 Name in English 東文名 Name in English 地址 Address Flat/Flo 街道/屋苑/ Street/Estate/Lo 區/市/省/州人 District/Citi	姓氏 Suman				持有股份數目 No. of Shares Held Bb 份是聯名持有 Shares are Jointly He (如應用,滿加 Y 鏡
英文姓名 Name in English 或 OR 英文名稱 Name in English 地址	姓氏 Sumann / 樓/座等 or/Block etc. 大度 Building 地段/持等 は、Village etc. 郷麗屋號等 メ/Province/				持有股份數目 No. of Shares Held 股份是聯名持有 Shares are Jointly He

▼例如聯名持有股份、股份轉讓等的詳情。For example, details of jointly held shares, share transfer, etc.



備註* Remarks* 附表二 Schedule 2

(上市公司適用 FOR LISTED COMPANY)

商業登記號碼 Business Registration Number

上市公司的成員詳價(第 14 項)Particulars of Member(s) of a Listed Company (Section 14)

(有製本的上市公司可類報此頁。如超過兩名成員需要中報,或超過一類設份,可另加附表二。另外,公司可選擇以建議光碟或难識型數碼多功能光碟提供成員詳情。 Listed company having a share capital can complete this page. If there are more than 2 members that are required to be reported, or if there is more than one class of shares, please use additional Schedule 2. Alternatively, the company can choose to provide particulars on GCD-ROM or DVD-ROM.) 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 at 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 Total Number of Issued Shares in this Class 1 中文姓名/名稱 持有股份數目 Name in Chinese No. of Shares Held 英文姓名 Name in English 佔此類別已發行股份的百分比 姓氏. Surname 名字 Other Names 或 OR entage of Issued SI Held in this Class 英文名稱 Name in English 股份是聯名持有 地址 室/樓/座等 Address Flat / Floor / Block etc. Shares are Jointly Held (如適用・請加 ✔ 號 Please tick if applicable.) Building 街道/屋苑/地段/村等 Street / Estate / Lot / Village etc. 區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc. 國家/地區 Country / Region 備註* Remarks* *例如聯名持有股份的詳情。For example, details of jointly held shares. 2 中文姓名/名稱 持有股份數目 Name in Chinese No. of Shares Held 草文件名 Name in English 佔此類別已發行股份的百分比 姓氏 Surname 名字 Other Names 或 OR Percentage of Issued Shares Held in this Class 英文名稱 Name in English 股份是聯名持有 室/樓/座等 地址 Address Flat / Floor / Block etc. Building 街道/屋苑/地段/村等 Street/Estate/Lot/Village etc. 區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc. 國家/地區 Country/Region

*例如聯名特有股份的詳符。For example, details of jointly held shares. 指明編號 1/2023 (2023 年 12 月) Specification No. 1/2023 (December 2023) 附表二第 頁 Schedule 2 Page

表格 Form NAR1

續頁 A Continuation Sheet A

本申報表的結算 Date to which th	日期 nis Return is Made U	dip		商業登記號碼 Business Registration Numb
H DD	月MM 年YYYY			
	(自然人) (第 12 pany Secretary (N		section 12A)	
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			
香港通訊地址 Hong Kong Correspondence	室/樓/座等 Flat/Floor/Block etc.			
Address	大 廈 Building			
街道 Street/	/屋苑/地段/村等 Estate/Lot/Village etc.			
	區 District			
	地區 Region	香港/HONG	KONG	
電郵地址 Email Address				
身分識別 Identif				
(a) 香港身分證 Partial Number	部分號碼 er of Hong Kong Identity	Card		* * * (*
(b) 護照 Passport	Issi	簽發國家/地區 uing Country/Region		
		部分號碼 Partial Number		
信託或公司服務 請填報牌照編號或在選用	提供者牌照 Trust or 明的空格内加上 < 號 Please	Company Service Pr	rovider Licence	
牌照編號 Licence No.		無須領有牌照 Not required to obtain a licence		



表格 Form NAR1

本申報表的結算日期

續頁 B Continuation Sheet B

商業登記號碼

Date to which	this Return	is Made Up	7		Business Registration Number
		1			
日DD	月MM	年 YYYY			
公司秘書詳f			2B 項) dy Corporate) (Se	otion 12P\	
Details of Co	mpany sec	retary (Doc	ly Corporate) (Se	ection 12B)	
中文名稱 Name in Chines	е				
英文名稱 Name in English	1				
香港地址 Hong Kong Address	室/ Flat/Floor	/ 樓 / 座 等 / Block etc.			
		大 廈 Building			
街; Street	道/屋苑/地 /Estate/Lot/	:段/村等 'Village etc.			
		區 District			
		地區 Region 1	香港/HONG K	ONG	
電郵地址 Email Address					
商業登記號碼	Business Re	gistration Nu	mber		
信託或公司服 請填報牌照編號或在	務提供者牌	照 Trust or Co	ompany Service Provide the licence no. or tick the	vider Licence the relevant box	
牌照編號 Licence No.			無須領有牌照 Not required to obtain a licence	原因 Reason:	



表格 Form NAR1

續頁 C Continuation Sheet C

	的結算日期 hich this Retu	ırn is Made Up	-			商業登記號碼 Business Registration Num
∄DD	月MM	年 YYYY	J			
董事詳憬	引 (自然人)	(第 13A 項)				
Details o	f Director (N	atural Person	(Section	13A)		
請在適用的名	医格内加上 ✓ 號	Please tick the relev	rant box(es)			
身分			董事	候神	事 董	代替 Alternate to
Capacity			Director		rnate	
				Dire	CIOF	
中文姓名						<u>'</u>
Name in C	hinese					
英文姓名	nalich	姓氏				
Name in E	ngiisii	Surname				
		名字 Other Names				
		_			_	
前用姓名 Previous N	lames	中文 Chinese		英 Engl	文 sh	
別名						
Alias		中文 Chinese				
		英文				
		English				
通訊地址 Correspon	dence	室/樓/座等				
Address	Flat / F	loor / Block etc.				
		大廈				
		Building				
	街道/屋苑/ Street/Estate/I	/地段/村等 _ot/Village_etc.				
	區/市/省/州 District/0	//郵遞區號等 City/Province/				
		Postal Code etc.				
		國家/地區				
	(Country / Region				
電郵地址		_				
Email Add	ress					
身分識別	Identification					
(a) 香港身	♪分證 <u>部分號</u> ?	碼				* * * (*
Partial	number of Hor	ng Kong Identity C	ard	ı		T T T (T



續頁 D Continuation Sheet D

Ü	ate to whic	h this	期 Return	is Made U	р		商業登記號碼 Business Registration M
	日 DD		MM	年 YYYY			
董	事詳情	(法人	團體)	(第 13B	項) Details	of Director (Body	Corporate) (Section 13B)
請	在適用的空格內	9 <i>101.1: •</i>	號 Ple	ase tick the re	elevant box(es)		
1	身分				董事	候補董事	代替 Alternate to
	Capacity				Director	Alternate Director	
						Director	
	中文名稱 Name in Cl	hinese					
	英文名稱			I I			
	Name in E	nglish					
	地址 Address	-		樓/座等			
	Audites	F	iat/ F1001	Block etc.			
				大 廈 Building			
		E 386 / *	= # / "	÷			
				也段/村等 ∕Village etc.			
				郵遞區號等 /Province/			
		Distr St	nct / City ate / Pos	Province / tal Code etc.			
				家/地區			
			Cou	ntry / Region			
	電郵地址 Email Add	ress		į			
	Email Addi 商業登記!	號碼 E	Busines: 法人團體	s Registration			
請	Email Addı 商業登記 (只適用於在香) Only applicable	號碼 E 港註冊的 e to body	Busines: 法人團體 · corporate	s Registrati			
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表格 Form NAR1 本申報表的結算日期 Date to which this Return is Made Up

續頁 E Continuation Sheet E

商業登記號碼	
Business Registration	Number

	日DD	月MM	年 YYY
31	公司紀錄(第 15 項)	
_	Company R	ecords (Sec	tion 15)

公司備存下列紀錄的地址(如並非備存於第 6 項所述的註冊辦事處內)

Address where the following company records are kept (if not kept at the registered office stated in Section 6)

公司紀錄 Company Records	地址 Address



《公司條例》(第 622 章) 第 662 條規定交付的

周年申報表

填表須知 — 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> <u>用。</u>

費用

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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業 登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

商業名稱 (第2項)

8. 除公司名稱外,請申報所採用的任何商業名稱。

公司類別 (第3項)

請按照公司註冊處網站(www.cr.gov.hk)提供的業務性質類別填報公司經營業務性質的編碼及描述。如公司經營多類業務,請填報最主要的一類。

本申報表的結簋日期 (第4項)

10. 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。

騰本表格交付的財務報表所涵蓋的會計期 (第5項)

- 11. (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管副本。
 - (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。

在香港的註冊辦事處地址 (第 6 項)

12. 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」地址及郵政信箱號碼。

電郵地址及香港聯絡電話號碼 (第7及8項)

13. 請提供公司的電郵地址及香港聯絡電話號碼以方便聯絡。如上述資料有任何更改,請以表格 NR1 通知公司註冊慮。

股本 (第 11 項)

14. 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。

	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				
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12項)

- 15. 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。
- 16. 請申報屬自然人的公司秘書在香港的通訊地址。本處不接納非香港地址及郵政信箱號碼。
- 17. 請提供公司秘書的電郵地址(如有的話)以方便聯絡。如電郵地址有任何更改,請以表格 ND2B 通知公司註冊處。

18. (a) 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*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

NOC 7111 4011 1110				
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」。
- 19. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立/註冊的公司, 商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊 證明書」上的編號。
- 20. 根據《打擊洗錢及恐怖分子資金籌集條例》(第615章)(「該條例」)第53F條,任何人如在未領有處長批給的「信託或公司服務提供者牌照」(「牌照」)的情況下在香港經營信託或公司服務業務,即屬犯罪。

如公司秘書為信託或公司服務持牌人,請在有關的空格內填報其牌照編號。

如公司秘書是憑藉該條例第 53B 條無須領有牌照以經營信託或公司服務業務;或並非以業務形式在香港經營信託或公司服務,因而未領有牌照,請在適用的空格內加上 號,並提供無須領有牌照的原因。如對是否應該領有牌照存有疑問,請瀏覽信託及公司服務提供者註冊辦事處(「該辦事處」)的網站(www.tcsp.cr.gov.hk)查閱有關信託或公司服務提供者發牌制度的詳情,或向該辦事處查詢。如有需要,請就有關事宜尋求獨立的法律意見。

- 21. 如某商號的所有合夥人為公司的聯名公司秘書,請在第 12B 項供公司秘書(法人團體) 填報的空格內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」地址及郵政信箱號碼。
- 22. 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」地址及郵政信箱號碼。

董事 (第 13 項)

- 23. 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。
- 24. 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。
- 25. 請申報屬自然人的董事或備任董事的<u>遷訊地址</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。
- 26. 請提供董事或備任董事的電郵地址(如有的話)以方便聯絡。如電郵地址有任何更改,請以表格 ND2B或 ND7 通知公司註冊處。
- 27. (a) 請填報香港身分證的 <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18。
 - (b) 如董事或備任董事曾根據附註 18 的描述,在公司註冊處登記其香港身分證或護 照的部分號礦,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」。
- 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,請同時申報「國家/地區」一欄。本處不接納「轉交」地址及郵政信箱號碼。
- 29. 在香港註冊的法人團體董事,請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立/註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

有股本公司的成員詳情 (第 14 項)

30. 有股本的公司申報公司成員的詳情,可使用(a)附表一(適用於非上市公司)或附表二(適用於上市公司):或(b)唯讀光碟或唯讀型數碼多功能光碟。如使用唯讀光碟或唯讀型數碼多功能光碟,請以公司註冊處網站(b) Excel 檔案申報公司成員的詳情,該Excel 檔案可在公司註冊處網站(www.cr.gov.hk)下載。如已交付相關的光碟,則附表一或附表二無須夾附於本表格。

公司紀錄 (第15項)

31. 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。

(董事青仟指引)

32. 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)

- 33. (a) 每類別股份的已發行總數必須與申報表第 11 項中所申報該類別股份的已發行股份線數相同。
 - (b) 請填報每名成員的姓名/名稱及地址及持有股份的數目。

如果股份是由 2 名或多於 2 名人士聯名持有,請:

- (i) 先填報
 核於成員登記冊上就該些股份排名最先的聯名持有人士
 的姓名/名稱及地址,並填上與其他人士聯名持有的股份的數目:
- (ii) 在相關空格內加上 ✓ 號,以顯示該些股份為聯名持有;
- (iii) 在「備註」一欄內填寫所有其他聯名持有該些股份人士的姓名/名稱;及
- (iv) 在接著於用以填報成員詳情的相關空格內,填報所有其他聯名持有人士的姓名/名稱及地址及在「持有股份數目」空格內填上「不適用」。相關的空格內亦應加上 ✓ 號,以顯示該些股份是聯名持有,並在「備註」—欄內填寫所有其他聯名持有該些股份人十的姓名/名稱。

在填報聯名股份持有人士的資料時,請參閱公司註冊處網站(www.cr.gov.hk)提供的參考例子。如有需要,請就申報有關詳情尋求獨立的法律意見。

(c) 如自上一份周年申報表的結算日期起(若這是公司的首份周年申報表,則自公司成立日期起)有任何股份轉讓、任何成員詳情的更改、任何公司股本結構的更改,例如:某一類別股份轉換為另一類別股份、或已發行的股份被公司沒收等,請在「備註」一欄,提供有關詳情。如相關股份已被多次轉讓,請在「備註」一欄中註明所有轉讓。

在填報「備註」一欄時,請參閱公司註冊處網站(www.cr.gov.hk)提供的參考例子。 如有需要,請就申報有關詳情尋求獨立的法律意見。

(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)

- 34. (a) 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。
 - (b) 請提供需要填報成員的姓名/名稱及地址、持有股份的數目及其佔該類別已發行股份的百分比。

如果股份是由 2 名或多於 2 名人十聯名持有,請:

- (i) 先填報載於成員登記冊上就該些股份排名最先的聯名持有人士的姓名/名稱及地址,並填上與其他人士聯名持有的股份的數目及其佔該類別已發行股份的百分比:
- (ii) 在相關空格內加上 ✓ 號,以顯示該些股份為聯名持有;
- (iii) 在「備註」一欄內填寫所有其他聯名持有該些股份人士的姓名/名稱;及
- (iv) 在接著於用以填報成員詳情的相關空格內,填報所有其他聯名持有人土的姓名/名稱及地址及在「持有股份數目」及「佔該類別已發行股份的百分比」的空格內填上「不適用」。相關的空格內亦應加上 ✓ 號,以顯示該些股份是聯名持有,並在「備註」一欄內填寫所有其他聯名持有該些股份人士的姓名/名稱。

在填報聯名股份持有人士的資料時,請參閱公司註冊處網站(www.cr.gov.hk)提供的參考例子。如有需要,請就申報有關詳情尋求獨立的法律意見。

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 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. 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 Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.

Business Name (Section 2)

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

Type of Company (Section 3)

9. Please provide the code and description of the business nature of the company in accordance with the categories of business nature which are available from the Companies Registry's website (www.cr.gov.hk). If the company carries on more than one category of business, please provide the major category.

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

10. 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)

- 11. (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 in Hong Kong (Section 6)

12. 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 and post office box numbers are not acceptable.

Email Address and Hong Kong Contact Telephone Number (Sections 7 and 8)

13. Please provide the email address and contact telephone number in Hong Kong of the company to facilitate communication. If there is any change in the above information, please use Form NR1 to notify the Companies Registry.

Share Capital (Section 11)

- 14. 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	總敦額 Total Amount	已撤或視作 已撤的總款額 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 12)

- 15. 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.
- 16. Please provide the <u>correspondence address in Hong Kong</u> of the company secretary who is a natural person. Non-Hong Kong addresses and post office box numbers are not acceptable.
- 17. Please provide the email address of the company secretary, if any, to facilitate electronic communication. If there is any change in the email address, please use Form ND2B to notify the Companies Registry.

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 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

Partial Number		
ABCD12		
ABCD12		
ABCD123		
ABC1		
A1234		

- (b) If the company secretary 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.
- 19. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.
- It is an offence under section 53F of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615) (AMLO) to carry on a trust or company service business in Hong Kong without a trust or company service provider (TCSP) licence granted by the Registrar.

If the company secretary is a TCSP licensee, please provide his / her / its Licence Number in the box provided.

If the company secretary is not required, by virtue of section 53B of the AMLO, to obtain a TCSP licence to carry on a trust or company service business or is not carrying on a trust or company service in Hong Kong by way of business, and, therefore, has not obtained a licence, please tick the relevant box and state the reason for not requiring to obtain a licence. If there are doubts as to whether it is necessary to obtain a licence or not, please visit the website of the Registry for Trust and Company Service Providers (the TCSP Registry) (www.tcsp.cr.gov.hk) for details of the licensing regime for TCSPs or approach the TCSP Registry for enquiry. Please seek independent legal advice on the matter, if necessary.

- 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>Hong Kong</u> in the boxes provided for Company Secretary (Body Corporate) in Section 12B. Non-Hong Kong addresses, 'care of' addresses and 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 Kong</u> should be given. Non-Hong Kong addresses, 'care of' addresses and post office box numbers are not acceptable.

Directors (Section 13)

- 23. 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.
- 24. The name of the director who is a natural person or 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.
- 25. 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.
- 26. Please provide the email address of the director or reserve director, if any, to facilitate electronic communication. If there are any changes in the email address, please use Form ND2B or ND7 to notify the Companies Registry.
- 27. (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. Please refer to Note 18 on the details and examples of <u>partial number</u>.
 - (b) If the director or 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 of Note 18 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.
- 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 and post office box numbers are not acceptable.
- 29. If the director is a body corporate registered in Hong Kong, please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Particulars of Member(s) of a Company Having a Share Capital (Section 14)

30. A company having a share capital can provide particulars of member(s) either (a) in Schedule 1 (applicable to a non-listed companies) or Schedule 2 (applicable to a listed companies), or (b) in the form of CD-ROM or DVD-ROM. If CD-ROM or DVD-ROM is used, particulars of member(s) must be provided in Excel file format and in the form specified by the Companies Registry which can be downloaded from the Companies Registry's website (www.cr.gov.hk). If a CD-ROM or DVD-ROM is delivered, Schedule 1 or Schedule 2 is not required to be attached to this form.

Company Records (Section 15)

 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'

32. 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 Kond.

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

- 33. (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 11 of the return.
 - (b) Please provide the full name and address of each member and the number of shares held.

In case a share is / shares are jointly held by 2 or more persons, please :

- (i) report the full name and address of the joint shareholder whose name appears first in order in respect of such shares in the register of members and fill in the number of shares held with other joint shareholders:
- (ii) tick the relevant box to indicate that the shares are jointly held;
- (iii) report all the other joint shareholders' names in the "Remarks" box; and
- (iv) report the names and addresses of <u>all the other joint shareholders</u> in the subsequent boxes for reporting particulars of members and state "NIA" in the "No. of Shares Held" box. The box to indicate that the shares are jointly held should be ticked if it is so and the names of all the other joint shareholders should be stated in the "Remarks" box.

When completing the information of joint shareholders, please refer to the examples provided in the Companies Registry's website (www.cr.gov.hk). Please seek independent legal advice on the reporting of the relevant particulars, if necessary.

(c) If since the date of the last annual return (or since incorporation if this is the company's first annual return), there have been any transfers of shares, any changes in the particulars of the members, any changes in the structure of the share capital, e.g. conversion of one class of shares into shares of another class, or any forfeitures of issued shares etc., please provide such information in the "Remarks" box. If the shares concerned have been transferred more than once, please indicate all the transfers in the "Remarks" box

When completing the "Remarks" box, please refer to the examples provided in the Companies Registry's website (www.cr.gov.hk). Please seek independent legal advice on the reporting of the relevant particulars, if necessary.

(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)

- 34. (a) 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.
 - (b) Please provide the full names and addresses of the members that are required to be reported, the number of shares held and the percentage of issued shares held in the class concerned.

In case a share is / shares are jointly held by 2 or more persons, please :

- (i) report the full name and address of the joint shareholder whose name appears first in order in respect of such shares in the register of members and fill in the number of shares held with other joint shareholders and the percentage of issued shares held in the class concerned;
- (ii) tick the relevant box to indicate that the shares are jointly held;
- (iii) report all the other joint shareholders' names in the "Remarks" box; and
- (iv) report the names and addresses of <u>all the other joint shareholders</u> in the subsequent boxes for reporting particulars of members and state "N/A" in the "No. of Shares Held" box and the "Percentage of Issued Shares Held in this Class" box. The box to indicate that the shares are jointly held should be ticked if it is so and the names of all the other joint shareholders should be stated in the "Remarks" box.

When completing the information of joint shareholders, please refer to the example provided in the Companies Registry's website (www.cr.gov.hk). Please seek independent legal advice on the reporting of the relevant particulars, if necessary.



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

商業及記録運

					Business Registration Number
Note	1	公司名稱 Company N	lame		
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8			秘書 董事 Director	候補董事 Alternate	Alternate to
			etary	Director	
		公司秘書/董事的詳憶	青 (自然人) Particulars of (Company Secretary / D	Director (Natural Person)
9		中文姓名 Name in Chinese			
		英文姓名 知 Name in English	氏 me		
_		2 Other Nar	i字 nes		
0		身分識別 Identification		* * * (*)	
			香港身分證 <u>商</u> Partial Number of Hong		護照 <u>部分號碼</u> <u>Partial Number</u> of Passport
_		或 OR		,	
•			青 (法人團體) Particulars o	of Company Secretary	/Director (Body Corporate)
		中文名稱 Name in Chinese			
		英文名稱 Name in English			
	В.	停任詳情 Details of Ces 停任原因 Reason for Cessation	ssation	辭職/其他 Resignation/Othe	去世 Deceased
ø		停任日期 Date of Cessation			
1 3		上述董事或候補董事在 Will this director or alterna in this company after the	停任日期後,是否仍然擔任: te director continue to hold offic date of cessation?	日 DD 這公司的候補董事或董 ce as alternate director or	月MM 年YYYY 事職位? 是 否 director Yes No
4		交人資料 Presentor's Re 名/名稱 Name:	eference	請勿填寫本欄 For Off	icial Use
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	_	郵 Email:	14. 54. 1 mm		(東京) 東京社
	_	Reference:			Estimat

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Fo	orm INL					Dusiness regis	dudon rumber
3	委任公司秘	書/董事(自然)	人) Appointment	of Compar	y Secretary	/Director (Nati	ural Person)
	(如委任超過一名自然	然人為公司秘書/董事,請	用藏頁B 填報 Use Continua			•	,
a	請在適用的空格內 身分	b加上 ✓ 號 Please tick □ 公司秘書	the relevant box(es)		(// 恭	Alternate to	
•	Capacity	Company	Director	Alternate	101	Alternate to	
	中文姓名	Secretary		Director			
1	Name in Chine	ese					
	英文姓名 Name in Engli	姓氏 sh Surname					
	· ·	名字 Other Names					
	前用姓名	Other Names 中文		英文			
	Previous Nam	es Chinese		English			
	別名 Alias	中文 Chinese		英文 English			
16		室/樓/座等 nce Flat/Floor/Block etc					
(須在 PI-ND2A 頁	Address	大廈 Building					
填報董事 通常住址	街道/	· /屋苑/地段/村等					
Provide director's usua residential		state / Lot / Village etc /省/州/郵遞區號等 strict / City / Province /					
address in PI-ND2A shee		strict / City / Province / State / Postal Code etc					
		國家/地區 Country/Region					
•	電郵地址 Email Address	5					
1 8 (須在	身分識別 Ide						. —
PI-ND2A 頁	(a) 香港身分 Partial Nui	證 <u>部分號碼</u> mber of Hong Kong I	dentity Card			* * *	(*)
填報完整 身分識別號碼 Provide full			簽發國家/地區 ssuing Country/Region				
identification number in	Passport	1-	ssuing Country/ Region 部分號碼				
PI-ND2A shee			Partial Number				
•			rust or Company Sei Please provide the licence			公司被害 Only applicable	to company secretary
	牌照編號 Licence No.		無須領有牌照 Not required to obtain a licence	原因 Reason	1:		
	委任日期						
	Date of Appoin	nument		日 DD		月 MM	年 YYYY
20	Is this directo		次委任時,是否已 or already an existir ntment?				是
2	提示 Advisory Note	All directors of th	應閱讀公司註冊處編 e company are advise uaint themselves with	d to read 'A Guid	de on Directors' D	uties' published by t	事一般責任。 he Companies
21	出任董事職任		nt to Act as Directo				
•	本人同意擔任	E公司的董事/候	補董事*,並確認本	人已年滿 1	8 歲。		
	I consent to ac age of 18 years		nate director* of this	company and	I confirm that I	have attained the	
	1						同於同

簽署 Signed:

		è格 orm	NI	D 2	A					商業登記號碼 Business Registration Numbe
	4	(如委任	超過一個法	人團體為	公司秘書/董事	·請用續頁C	填報 Use Contin			ecretary / Director (Body Corporate body corporate is appointed as company secretary / direc
2		<i>請在適</i>	用的空格》		✓ 號 Please t 公司秘書		rant box(es) F 事	候補董	K	代替 Alternate to
		Capa	city	_	Company		irector	Alternate		11
3		中文: Name	名稱 in Chine		Secretary			Director		
		英文: Name	名稱 in Engli	ish						
4		地址 Addre	ess	Flat/	室/樓/座 Floor/Block					
					大 Build	度 ling				
			街道/ Street/E	/屋苑 Estate/	/地段/村 Lot/Village	等 etc.				
			區/市	/省/	M/郵遞區場 City/Provinc Postal Code	等 e /				
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		€ /r								
		委任 Date	口 则 of Appoi	ntmen	t					
8		Is thi	s directo	or or a	ternate dire	ctor alrea	dy an existi		的現任	月MM 年YYYY 任候補董事或董事? □ 是 □ 否 or director in this Yes No
9			提示 Sory Not	F. A	II directors of	均應閱讀: f the compa	公司註冊處編 any are advise	d to read 'A Gu	ide on Di	,並熟悉該指引所概述的董事一般責任。 rectors' Duties' published by the Companies irectors outlined in the Guide.
9		出任	董事職				ct as Direct			
		I, acti	ng on b	ehalf o	可確認, of the above of this comp	named of	同意擔任公 company, co	S司的董事/ onfirm that the	候補董 above	事*。 company consents to act as director/
			Signed	:		•				
		姓名	Name	:						
					D	irector/Co	董事(法人團 mpany Secreta	體)的董事/包 ary/Authorized	可秘書 Person of	F / 獲授權人士* f the Director (Body Corporate)*
		本通:	知書包括	舌下列						Continuation Sheet(s) / PI-ND2A Sheet(s
		續頁	Contin	uation	Sheet(s)	Α	В	С	PI-ND	2A (<u>不會</u> 供公眾查閱 <u>NOT</u> for Public Inspection

5 確認(適用的話) Confirmation (If applicable)

名列本通知書內的每一名獲委任為公司秘書的自然人通常居於香港。

Each natural person appointed as company secretary and named in this Notice ordinarily resides in Hong Kong.

簽署 Signed :

頁數 Number of pages

姓名 Name

頁數 Number of pages



表格 ND2A

續頁 A Continuation Sheet A

商業登記號碼 Business Registration 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記的詳情 Particulars Currently Registered with the Companies Registry 諸在適用的空格内加上
A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry 游在適用的空格内加上 / 號 Please tick the relevant box(es) 身分 公司秘書
お
身分
身分
Capacity Company Secretary Director Alternate 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 英文姓名 Name in English Sumame 名字 Other Names ② 身分識別 Identification ② 方面 OR 公司秘書/董事的詳情 (法人團體) Particulars of Company Secretary/ Director (Body Corporate) ① 中文名稱 Name in Chinese
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 英文姓名 Name in English 名字 Other Names 日 日 日 日 日 日 日 日 日 日 日 日 日
中文姓名 Name in Chinese 英文姓名 Name in English 4字 Other Names ② 身分識別 Identification ② 母子 Partial Number of Hong Kong Identity Card ② 中文名稱 Name in Chinese ② 中文名稱 Name in Chinese
中文姓名 Name in Chinese 英文姓名 Name in English 4字 Other Names ② 身分識別 Identification ② 母子 Partial Number of Hong Kong Identity Card ② 中文名稱 Name in Chinese ② 中文名稱 Name in Chinese
中文姓名 Name in Chinese 英文姓名 Name in English 4字 Other Names ② 身分識別 Identification ② 母子 Partial Number of Hong Kong Identity Card ② 中文名稱 Name in Chinese ② 中文名稱 Name in Chinese
Name in Chinese 英文姓名 Name in English 名字 Other Names
英文姓名 Name in English 名字 Other Names A
Sumane Name in English Sumane 名字 Other Names A 字 Other Names A Partial Number of Hong Kong Identity Card A Partial Number of Passport A Partial Number of Passport A S OTHER Names A S OT
タナ Other Names 多分験別
Other Names 身分識別 Identification **** *** *** *** ** ** ** **
The internation The inter
The internation The inter
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) 中文名稱 Name in Chinese
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) 中文名稱 Name in Chinese
公司秘書/董事的詳情 (法人團體) Particulars of Company Secretary/Director (Body Corporate) 中文名稱 Name in Chinese
公司秘書/董事的詳情 (法人團體) Particulars of Company Secretary/Director (Body Corporate) 中文名稱 Name in Chinese
中文名稱 Name in Chinese
中文名稱 Name in Chinese
Name in Chinese

英文名稱 Name in English
Name in English
B. 停任詳情 Details of Cessation
停任原因
Reason for Cessation Resignation / Others Deceased
♠ 停任日期
Date of Cessation
日 DD 月 MM 年 YYYY
L 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 this company after the date of cessation?



表格 ND2A

續頁 B Continuation Sheet B

商業登記號碼

Business	Registration	Number

委任公司秘書/董事 (自然人)(第3項) Appointment of Company Secretary / Director (Natural Person) (Section 3) 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 候補董事 代替 Alternate to a Capacity Director Company **Alternate** Secretary Director 中文姓名 Name in Chinese 英文姓名 姓氏 Name in English Surname 名字 Other Names 前用姓名 中文 英文 Previous Names Chinese English 別名 中文 英文 Chinese Alias English Œ 通訊地址 室/樓/座等 Correspondence Flat / Floor / Block etc Address 大廈 (須在 PI-ND2A 頁 Building 旅報補惠 **街道/屋苑/地段/村等** Street/Estate/Lot/Village etc 诵堂住册 Provide 區/市/省/州/郵遞區號等 District/City/Province/ director's usual residential State / Postal Code etc address in PI-ND2A sheet) 國家/地區 Country/Region Ø 電郵地址 Email Address B 身分識別 Identification (須在 PI-ND2A 頁 (a) 香港身分證部分號碼 Partial Number of Hong Kong Identity Card 育都宗教 簽發國家/地區 Issuing Country/Region 身分識別號碼 (b) 護 照 Provide full Passport identification 部分號碼 number in PI-ND2A sheet) Partial Number Ð 信託或公司服務提供者牌照 Trust or Company Service Provider Licence 只道用於公司部書 Only applicable to company secretary 號 Please provide the licence no. or tick the relevant box) (諸道鋸牌照編號或在適用的空格内加上 牌照編號 Licence No. 無須領有牌照 Not required to 原因 Reason: obtain a licence 委任日期 Date of Appointment **∃** DD **FI** MM 在 YYYY 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? 20 否 Is this director or alternate director already an existing alternate director or director in this company at the time of this appointment? 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' Duties' published by the Companies 提示 Advisory Note Registry and acquaint themselves with the general duties of directors outlined in the Guide. 2 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 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:

表格 ND2A

委任公司秘書/董事 (法人團體)(第4項)

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

續頁 C Continuation Sheet C

商業登記號碼

Business	Registration	Number

22	身分 Capacity	公司秘書	董事 Director	候補董事 Alternate	代替 Alternate to
	Capacity	Company Secretary	Director	Director	
23	中文名稱 Name in Chines	e			
	英文名稱 Name in English	, [
24	地址 Address	室/樓/座等 Flat/Floor/Block etc.			
		大廈 Building			
	Street /	/屋苑/地段/村等 Estate/Lot/Village etc.			
	區/市	i/省/州/郵遞區號等 District / City / Province / State / Postal Code etc.			
		國家/地區 Country/Region			
25	電郵地址 Email Address				
26	(只適用於在香港註冊)	Business Registration I 的法人團體 dy corporate registered in Hong I			
27		務提供者牌照 Trust or			只適用於公司秘書 Only applicable to company secretary

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

	H == /1 ······		
28	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 company at the time of this appointment?	□ 是 Yes	□ A

原因 Reason:

н мм

無須領有牌照 Not required to obtain a licence

提示
Advisory Note
所有公司董事均應閱讀公司註冊歲繼製的《董事責任指引》,並熟悉談指引所模述的董事一般責任。
All directors of the company are advised to read 'A Guideton Directors' Duties published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide.

② 出任董事職位同意書 Consent to Act as Director

本人瞳代表上述公司確認,上述公司同意擔任公司的董事/候補董事*。 I, acting on behalf of the above named company, confirm that the above company consents to act as director/alternate director* of this company. 簽署 Signed :

姓名 Name :

牌照編號 Licence No.

委任日期 Date of Appointment

> 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



4 VVVV

PI-ND2A

商業登記號碼		
Business Registration Number		

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

⁶ 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。

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)

	NV 111/11/10/11/11/11/11/11/11/11/11/11/11/				
	身分 Capacity	公司秘書 Company Secretary	董事 Director	候補董事 Alternate Director	
15	中文姓名 Name in Chinese				
	英文姓名 Name in English Su	姓氏 Irname			
	Other I	名字 Names			
3 2	身分識別 Identification (a) 香港身分證(<u>完整</u> 號碼) Hong Kong Identity Card (<u>Fu</u>	<u>ıll</u> Number)			()
	(b) 護照 Passport	簽發國家/地區 Issuing Country/Region			
		<u>完整</u> 號碼 <u>Full</u> Number			
33	董事/候補董事的通常住	址 Usual Residential Ad	dress of Director,	/Alternate Director	
	室/樓/座等 Flat/Floor/Block etc.				
	大廈 Building				
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.				
	區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.				
	國家/地區 Country / Region			<u> </u>	

(交付表格 ND2A 時,講將所有 PI-ND2A 頁置於最後。

Please place all PI-ND2A sheets at the end when delivering the Form ND2A.)



《公司條例》(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<u>不</u>,由公司的唯一董事兼任。只有一名董事的私人公司, 不一,但 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 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<u>不得</u>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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8 位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業 登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

公司秘書/董事的停任 (第2項)

- 8. 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。
- 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 遊分號碼。如該人並非香港身分證持有人,請提供其所持護照的節分號碼。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) *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」。

- 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. 請述明德委任者的身分。如屬候補董事,請註明德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,則必須與其護照上所載的姓名一致。
- 16. (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及郵政信箱號碼。
 - (b) 請申報董事的**遷訊地址**。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。

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。

- 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 ND2B 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*鄧分號碼*。如該人並非香港身分證持有人, 請提供其所持護照的*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 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-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」,亦無需提交 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」。

19. 根據《打擊洗錢及恐怖分子資金籌集條例》(第 615 章)(「該條例」)第 53F條,任何人如在未領有處長批給的「信託或公司服務提供者牌照」(「牌照」)的情況下在香港經營信託或公司服務業務,即屬犯罪。

如公司秘書為信託或公司服務持牌人,請在有關的空格內填報其牌照編號。

如公司秘書是憑藉該條例第 53B 條無須領有牌照以經營信託或公司服務業務;或並非以業務形式在香港經營信託或公司服務,因而未領有牌照,請在適用的空格內加上 ✓ 號,並提供無須領有牌照的原因。如對是否應該領有牌照存有疑問,請瀏覽信託及公司服務提供者註冊辦事處(「該辦事處」)的網站(www.tcsp.cr.gov.hk)查閱有關信託或公司服務提供者發冊制度的詳情,或向該辦事處查詢。如有需要,請就有關事宜尋求獨立的法律意見。

- **20.** 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。
- 21. 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客取。

委任公司秘書/董事 (法人團體)(第4項)

- 22. 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。
- 23. 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。
- 24. (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」地址及郵政信箱號碼。
 - (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」地址及郵政信箱號碼。
- 25. 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。
- 26. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立/註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。
- 27. 根據《打擊洗錢及恐怖分子資金籌集條例》(第615章)(「該條例」)第53F條,任何人如在未領有處長批給的「信託或公司服務提供者牌照」(「牌照」)的情況下在香港經營信託或公司服務業務,即屬犯罪。

如公司秘書為信託或公司服務持牌人,請在有關的空格內填報其牌照編號。

如公司秘書是憑藉該條例第 53B 條無須領有牌照以經營信託或公司服務業務;或並非以業務形式在香港經營信託或公司服務,因而未領有牌照,請在適用的空格內加上 · 號,並提供無須領有牌照的原因。如對是否應該領有牌照存有疑問,請瀏覽信託及 公司服務提供者註冊辦事處(「該辦事處」)的網站(www.tcsp.cr.gov.hk)查閱有關信託 或司服務提供者發牌制度的詳情,或向該辦事處查詢。如有需要,請就有關事宜尋 求獨立的法律意見。

- 28. 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。
- 29. 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。如該董事是法人團體,請同時提供代表該法人團體簽署的簽署人的全名。

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)

30. 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)

31. 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 百填報。

- 32. 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。
- 33. 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」地址及郵政信箱號碼。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 a body corporate as its company secretary if the sole director of that body corporate is also 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 <u>cannot</u> 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 a director (including an alternate director) or the company secretary 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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" 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 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 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 <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 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).
- 12. 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 in Hong Kong</u> of the company secretary. Non-Hong Kong addresses and 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)

- 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 ND2B.
- 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 <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-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 'Nii' 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.
- 19. It is an offence under section 53F of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615) (AMLO) to carry on a trust or company service business in Hong Kong without a trust or company service provider (TCSP) licence granted by the Registrar.

If the company secretary is a TCSP licensee, please provide his / her / its Licence Number in the box provided.

If the company secretary is not required, by virtue of section 53B of the AMLO, to obtain a TCSP licence to carry on a trust or company service business or is not carrying on a trust or company service in Hong Kong by way of business, and, therefore, has not obtained a licence, please tick the relevant box and state the reason for not requiring to obtain a licence. If there are doubts as to whether it is necessary to obtain a licence or not, please visit the website of the Registry for Trust and Company Service Providers (the TCSP Registry) (www.tcsp.cr.gov.hk) for details of the licensing regime for TCSPs or approach the TCSP Registry for enquiry. Please seek independent legal advice on the matter, if necessary.

- 20. 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.
- 21. 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)

- 22. 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.
- 23. 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).
- 24. (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 and 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 and post office box numbers are not acceptable.
- 25. 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.
- 26. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.
- 27. It is an offence under section 53F of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615) (AMLO) to carry on a trust or company service business in Hong Kong without a trust or company service provider (TCSP) licence granted by the Registrar.

If the company secretary is a TCSP licensee, please provide his / her / its Licence Number in the box provided.

If the company secretary is not required, by virtue of section 53B of the AMLO, to obtain a TCSP licence to carry on a trust or company service business or is not carrying on a trust or company service in Hong Kong by way of business, and, therefore, has not obtained a licence, please tick the relevant box and state the reason for not requiring to obtain a licence. If there are doubts as to whether it is necessary to obtain a licence or not, please visit the website of the Registry for Trust and Company Service Providers (the TCSP Registry) (www.tcsp.cr.gov.hk) for details of the licensing regime for TCSPs or approach the TCSP Registry for enquiry. Please seek independent legal advice on the matter, if necessary.

- 28. 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.
- 29. Every newly appointed director or alternate director must sign the 'Consent to Act as Director' in this form. If that director is a body corporate, please also provide the full name of the signatory who signs on behalf of the body corporate.

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)

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

Appointment of Company Secretary / Director (Natural Person) - Protected Information (PIND2A)

- 31. 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).
- 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 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-ND2A sheet.
- 33. 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 and 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 ND2B

商業登記號碼 **Business Registration Number** * Note 1 公司名稱 Company Name 2 公司秘書/董事詳情更改 (自然人) Change in Particulars of Company Secretary / Director (Natural Person) (如涉及超過一名屬自然人的公司秘書/董事・請用續頁 A 填報 Use Continuation Sheet A if more than 1 company secretary / director, who is a natural person, is involved) 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 Capacity 公司秘書 Company Secretary 董事 Director 候補董事 Alternate Director 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 10 * Identification 護照<u>部分號碼</u> 香港身分證部分號碼 Partial Number of Passport Partial Number of Hong Kong Identity Card 提交人資料 Presentor's Reference 請勿填寫本欄 For Official Use

檔號 Reference: 指明編號 1/2023 (2023 年 12 月) Specification No. 1/2023 (December 2023)

傳真 Fax:

姓名/名稱 Name: 地址 Address:

電話 Tel:

電郵 Email:

表格 ND2B

商業登記號碼 Business Registration Number

	2	公司秘書/董事詳情更改(自然人) (領上頁)			
		Change in Particulars of Company Secretary / Director (Natural Person) (o	ont'd)		
1 3		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		EL -W-L 177 44	8
		(a) 中文姓名 Name in Chinese		生效日期 fective D	
14			I DD	E MM	年 YYYY
_		(b) 英文姓名 Name in English	4 55	/1	+ ·····
		(-7, X, Z,			
		姓氏 Surname	∄ DD	月MM	年 YYYY
		名字 Other Names	,		
15		(c) 別名 Alias			
		中文 Chinese 英文 English	I DD	月MM	年 YYYY
16		(d) 董事的通常住址 Usual Residential Address of Director			_
		(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)			
17		/-/ 海知 bb bl. Correspondence Address	∃ DD	月MM	年 YYYY
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		E/ 快/ 性号 Flat / Floor / Block etc.			
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		Building			
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		Street/Estate/Lot/Village etc.			
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D2B she	eet)				
20		(i) 信託或公司服務提供者牌照 Trust or Company Service Provider Licence 只通用於公司総書 C (請填報牌照編號或在適用的空格內加上 Y 號 Please provide the licence no. or tick the relevant box)	uniy applicable	to compar	y secretary
		牌照編號			
		Licence No.	Ħ DD	H MM	年 YYYY
		無須領有牌照 Not required to obtain a licence	""		 Ш

	表格 ND2B			Busine			商業登記號碼 ess Registration Number				
	г	ווווכ	1101								
	3	Cha	nge in Part		any Secreta			(Body Corporate)	mpany se	ecretary	director.
	A.	現時	在公司註冊	rate, is involved) 冊 處登記的詳情! 上夕號 Please tick the		urrently Re	gis	tered with the Compan	ies Reg	istry	
8		身分 Capa	acity	□ 公司 Com i的名稱 Name of 0	秘書 pany Secretary Company Secr			候補 道 Alterna	事 e Directo	or	
Œ						中文 Chinese					
B		(只適用	用於在香港註冊的	Business Registratio 法人團體 corporate registered in Hor		英文 English	ſ				
13	В.	更改	詳情 Detail	ls of Change(s)			L				
a				<i>的項目 Please con</i> 董事的名稱 Name						生效日期 fective D	
			- 1227								
					中文 Chinese	•			Ħ DD	月MM	年 YYYY
22		(b) ‡	也址 Address	s	英文 English						
•			樓/座等 ´Floor ∕ Block e	tc.					Han		—
		大廈 Buildi	•						∃ DD	月 MM	年 YYYY
		街道 Street	屋苑/地段/ t/Estate/Lot/	村等 Village etc.							
		State	市/省/州/郵 ct/City/Provin /Postal Code o	雑国號等 nce etc.							
		Coun	/地區 try/Region								
18		(c) 1	電郵地址 En	nail Address							
20								der Licence 只適用於公司秘書 C	☐ DD nly applicabl	月 MM e to compan	年 YYYY y secretary
_		牌照	編號	注在適用的空格內加上 ✔ 號	Please provide	the licence no. or t	tick	the relevant box)			
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				obtain a licence	原因 Reason						
		本通	i知書包括下	列續頁/PI-ND2B	頁 This Notice	includes the	fo	llowing Continuation She	et(s) / PI	-ND2B	Sheet(s)
			Continuati		Α	В	-	PI-ND2B (不會供公眾查閱!	IOT for P	ublic Ins	pection)
		Ⅰ百曲	Mr Number of	nanes	1	l	1	百數 Number of pages	1		

6	答署	Signed	:

姓名 Name 董事 Director/公司秘書 Company Secretary *

日期 Date : 日DD / 月MM / 年YYYY



表格 ND2B

續頁 A Continuation Sheet A

商業登記號碼 Business Registration Number

	The state of the s				
	≿司秘書/董事詳情更改(自然人) (第2項) hange in Particulars of Company Secretary/Director (Natural Persc	n) (Sec	tion 2)		
	. 現時在公司註冊處登記的詳情 Particulars Currently Registered with th			gistry	
	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	□ 候補1	* =		
•	Capacity Company Secretary Director	Alterna	ate Directo	or	
	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 /	***	超級分割	r ARE	
) в.	香港身分體部分號碼 <u>Partial Number</u> of Hong Kong Identity Card . 更改詳情 Details of Change(s)	Partial	照 <u>部分</u> 躺 Number of	Passport	
y 0.	. 支以計算 Details of Change(s) <i>請只填報有更改的項目 Please complete item(s) with change(s) only</i>			生效日期	Ħ
	(a) 中文姓名 Name in Chinese			fective D	
)					
•	(b) 英文姓名 Name in English		∃ DD	月MM	年 YYYY
	姓氏 Surname		∃ DD	月MM	年 YYYY
	名字 Other Names (c) 別名 Alias				
3	(C) MA Alias				
	中文 Chinese 英文 English		B DD	月MM	年 YYYY
	(d) 董事的通常住址 Usual Residential Address of Director				
	(須在 PI-ND2B 頁填報董事新的通常住址 Provide director's new usual residential address in PI-ND (e) 通訊地址 Correspondence Address	2B sheet)	日DD	月MM	年 YYYY
	室/樓/座等			1	
	Flat / Floor / Block etc.		Ħ DD	月MM	年 YYYY
	大廈 Building			,,	
	街道/屋苑/地段/村等				
	Street/Estate/Lot/Village etc. 医/市/省/州/鄭邈區號等 District/City/Province/				
	District / City / Province / State / Postal Code etc.				
	國家/地區 Country/Region				
)	(f) 電郵地址 Email Address				
)	(g) 香港身分證 <u>部分號碼 Partial Number</u> of Hong Kong Identity Card		目DD	月MM	年 YYYY
D2B <u>#</u>		*)			
主整	;(h) 護照 Passport	′	目DD	月MM	年 YYYY
義別號碼 de full fication	7.7.1 NOS /III				
rication er in PI- 3 sheet)	────────────────────────────────────	ber	目 DD	月MM	年 YYYY
)	(i) 信託或公司服務提供者牌照 Trust or Company Service Provider Licence 只要		Only applicable		
	(請填報牌照編號或在適用的空格内加上 < 號 Please provide the licence no. or tick the relevant box)				
	Licence No.		FI DD	月MM	年 YYYY
	無須領有牌照 Not required to obtain a licence		D 00	H IVIIVI	.K.
				뷣	
指甲	明編號 1/2023 (2023 年 12 月) Specification No. 1/2023 (December 2023)			Ť	

表格 Form ND2B

續頁 B Continuation Sheet B

商業登記號碼 Business Registration Number

A.	請在適用的空格內加上 🗸 🕏	登記的詳情 Particulars Currently I		
	身分 Capacity	□ 公司秘書 Company Secretary □ Bi		補董事 ernate Director
	公司秘書/董事的名	稱 Name of Company Secretary / Dire	ector	
		中文 Chine	ese	
		英文 Engli	ish	
	(只適用於在香港註冊的法人團體			
	Only applicable to body corpora	te registered in Hong Kong)		
B.	更改詳情 Details of	Change(s)		
		☐ Please complete item(s) with chang	ge(s) only	11. aut. 171 aug
(a)	公司秘書/董事的名	稱 Name of Company Secretary / Dire	ector	生效日期 Effective Date
		中文 Chinese		IDD 月MM 年
		TX Clinicse		\neg
		英文 English		
	地址 Address /樓/座等 「			
	t/Floor/Block etc.			
大	E			目DD 月MM 年
	Ilding			
倒 Stre	道/屋苑/地段/村等 eet/Estate/Lot/Village etc.			
區	 市/省/州/郵遞區號等			=
Dis Sta	trict / City / Province / te / Postal Code etc.			
	家/地區 untry/Region			
	電郵地址 Email Addre	SS		
(c)				
(c)				
	信託或公司服務提供者	作牌照 Trust or Company Service Provi	ider Licence 只適用於公司秘書	日 DD 月 MM 年 Only applicable to company se
(d)	信託或公司服務提供者 (誘項報牌照編號或在適用的空格	音 降照 Trust or Company Service Prov が対加上 メ 號 Please provide the licence no. or tick	ider Licence 只適用於公司秘書 the relevant box)	

PI-ND2B

商業登記號碼 Business Registration 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

23

X

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。

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	Director	候補董事 Alternate Director	
9	中文姓名 Name in Chinese				
_	英文姓名 姓氏				
	Name in English Surname 名字				
	石子 Other Names				
24	<i>讀只填報有更改的項目 Please co.</i> 身分識別 Identification	mplete item(s) with ch	nange(s) only		
	(a) 香港身分證(完整號碼) Hong Kong Identity Card (<u>Full</u> Num	nber)			()
	(b) 護照 Passport	簽發國家/地區 Issuing Country/Region			
		<u>完整</u> 號碼 <u>Full</u> Number			
25	董事/候補董事的通常住址 Usua	I Residential Address	of Director/Alte	rnate Director	
	室/樓/座等 Flat/Floor/Block etc.				
	大廈 Building				
	街道/屋苑/地段/村等 Street / Estate / Lot / Village etc.				
	医/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.				
	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.)

指明編號 1/2023 (2023 年 12 月) Specification No. 1/2023 (December 2023)



《公司條例》(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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業 登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

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 部分數碼。如該人並非香港身分證持有人,請提供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) 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」。
- 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。
- 12. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立/註冊的公司, 商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊 證明書」上的編號。

更改詳情 (第 2B 及 3B 項)

13. 請在適當的空格內申報公司秘書或董事的*新詳憶*,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。

- **14.** 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。
- 15. 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。
- 16. 如屬自然人的董事的選帶住址有所更改,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。

- 17. (a) 請申報屬自然人的公司秘書*在香港的通訊地址*,本處不接納非香港地址及郵政信箱號碼。
 - (b) 請申報屬自然人的董事的**選訊地址**。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。
- 18. 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。
- 19. (a) 請申報公司秘書或董事新的香港身分證的 <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 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-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。
- 20. 根據《打擊洗錢及恐怖分子資金籌集條例》(第615章)(「該條例」)第53F條,任何人如在未領有處長批給的「信託或公司服務提供者牌照」(「牌照」)的情況下在香港經營信託或公司服務業務,即屬犯罪。

如公司秘書為信託或公司服務持牌人,請在有關的空格內填報其牌照編號。

如公司秘書是憑藉該條例第 53B 條無須領有牌照以經營信託或公司服務業務;或並非以業務形式在香港經營信託或公司服務,因而未領有牌照,請在適用的空格內加上 號,並提供無須領有牌照的原因。如對是否應該領有牌照存有疑問,請瀏覽信託及公司服務提供者註冊辦事處(「該辦事處」)的網站(www.tcsp.cr.gov.hk)查閱有關信託或因服務提供者發牌制度的詳情,或向該辦事處查詢。如有需要,請就有關事宜尋求獨立的法律意見。

- 21. 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。
- 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」地址及郵政信箱號碼。
 - (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。本處不接納「轉交」地址及郵政信箱號碼。

公司秘書/董事詳情更改 (自然人) - 受保護資料 (PI-ND2B)

23. 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。

- 24. 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。
- 25. 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」地址及郵政信箱號碼。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.
- Please use the appropriate form to report the following changes —

Types of changes	Forms
Appointment or cessation of appointment of a director (including an alternate director) or the company secretary 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.
- 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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" 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.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 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).
- 12. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

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

13. 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.

- 14. 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.
- 15. 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.
- 16. 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).

- 17. (a) Please provide the <u>correspondence address in Hong Kong</u> of the company secretary who is a natural person. Non-Hong Kong addresses and 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 is given, please also complete the box for 'Country / Region'. Post office box numbers are not acceptable.
- 18. 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 also use this form to notify the Companies Registry.
- 19. (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-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 'Nil' in the boxes provided. There is no need to submit a PI-ND2B sheet.
- 20. It is an offence under section 53F of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615) (AMLO) to carry on a trust or company service business in Hong Kong without a trust or company service provider (TCSP) licence granted by the Registrar.

If the company secretary is a TCSP licensee, please provide his / her / its Licence Number in the box provided.

If the company secretary is not required, by virtue of section 53B of the AMLO, to obtain a TCSP licence to carry on a trust or company service business or is not carrying on a trust or company service in Hong Kong by way of business, and, therefore, has not obtained a licence, please tick the relevant box and state the reason for not requiring to obtain a licence. If there are doubts as to whether it is necessary to obtain a licence or not, please visit the website of the Registry for Trust and Company Service Providers (the TCSP Registry) (www.tcsp.cr.gov.hk) for details of the licensing regime for TCSPs or approach the TCSP Registry for enquiry. Please seek independent legal advice on the matter, if necessary.

- 21. 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.
- 22. (a) If the company secretary is a body corporate, the address of its registered or principal office in <u>Hang Kong</u> should be given. Non-Hong Kong addresses, 'care of' addresses and 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.

 'Care of addresses and 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).
- 24. 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.
- 25. 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 and 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

商業登記號碼 **Business Registration Number** 計 Note 1 公司名稱 Company Name 2 公司秘書/董事的辭職 Resignation of Company Secretary/Director 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) 代替 Alternate to 公司秘書 | 董事 候補董事 Capacity Company 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 英文姓名 姓氏 Surname Name in English 名字 Other Names 身分識別 Identification 香港身分證<u>部分號碼</u> 護照部分號碼 Partial Number of Passport Partial Number of Hong Kong Identity Card 或 OR 公司秘書/董事的詳情 (法人團體) Particulars of Company Secretary/Director (Body Corporate) 1 公司秘書/董事的名稱 Name of Company Secretary/Director 中文 Chinese 英文 English B. 辭職詳情 Details of Resignation 辭職日期 Date of Resignation **F** MM 年 YYYY 上述董事或候補董事在辭職日期後,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 否 director in this company after the date of resignation? 提交人資料 Presentor's Reference 請勿填寫本欄 For Official Use 姓名/名稱 Name: 地址 Address:

傳真 Fax:

電話 Tel:

電郵 Email: 檔號 Reference:

表格 ND4

商	業登記號碼	
Business	Registration	Number

12	3 辭職通知 Notice of Resignation 請在適用的空格内加上 ✓ 號 Please tick the relevant box	
	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 agreen with the Company to give notice of resignation to the Company and I/we * have ginotice of resignation in accordance with the requirement.	nent
	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的註冊辦事處。 I am/We are * required by the articles of the above-named Company or by an agreen with the Company to give notice of resignation to the Company. I/We * have not gi notice of resignation in accordance with the requirement but I/we * have sent the no of resignation to the Company in hard copy form or in electronic form, or have left the registered office of the Company.	越通 nent iven itice
	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* 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 agreement with the Company to give notice of resignation to the Company.	

Resigning Company Secretary / Director *

辭職的公司秘書/董事 *

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

簽署 Signed: 姓名 Name:



日DD / 月MM / 年YYYY

《公司條例》(第 622 章) 第 464(3) 及 477(3) 條規定交付的

公司秘書及董事辭職通知書

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。
- 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。

筝署

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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業 登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

現時在公司註冊處登記的詳情 (第 2A 項)

- 7. 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。
- 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<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>。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

CC AN WE TO	
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) *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「無」。
- 10. 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)

11. 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)

12. 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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.

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

- 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.

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.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 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.
- 10. 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)

11. 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)

12. 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)

						_		gistration Number
註 Note						L		
	1	公司名稱 Compa	any Name					1
	_				D : 4			
		備任董事的停任				-llal- al-	. 0	- Davidson
	A.	現時在公司註冊處	. 全記的評價 一	Particulars Cu	rrently Registere	a with th	e Companie	s Registry
8		中文姓名 Name in Chinese						
•		英文姓名	姓氏					
		Name in English	Surname					
			名字 Other Names					
_			Other Names					
9		身分識別 Identification			* * * (*)		
			_		分證 <u>部分號碼</u>		護果	部分號碼
				Partial Number	f Hong Kong Identity (Card	Partial Nu	<u>ımber</u> of Passport
10	В.	· 停任日期 Date of Cessation				1		
		Date of Cessation						
					H DD		月MM	年 YYYY
	3	備任董事的提名	Nomination	of Reserve D	irector			
	A.	獲提名的備任董事	的資料 Partio	culars of Rese	ve Director Nom	inated		
		中文姓名	Г					
•		Name in Chinese	L					
		英文姓名 Name in English	姓氏 Surname					
			名字					
			Other Names					
		前用姓名	中文		英文			
		Previous Names	Chinese		English			
		別名 Alias	中文 Chinese		英文 English			
		7 11100	0					
4	規	交人資料 Presento	r's Reference		譜勿道寫	太綱 For	Official Use	
		名/名稱 Name:			20 32 34	7 100		
	地	址 Address:						
	7	話 Tel:	傳真 F	ax.				回货回
		mail:	17 A 1					3600 PM
		號 Reference:						

表格 Form ND5

商業登記號碼 Business Registration Number
ted
* * * (*)
月MM 年YYYY E指引》,並熟悉該指引所概述的董
e on Directors' Duties' published by the eneral duties of directors outlined in the
firm that I have attained the age of 18
otor of the company.
Inspection) 是Yes

3 1年1十萬事的作品 Nomination of Reserve Director (編) 1	上面 cont'o		Nomination of Reserve Director		と タス・コード アイ・スティー アイ・ス	勺規	其的	工管工	借	3
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Α.	獲提夕的借	i 任蓄重的資料	Particulars of Reserve Director Nominated

	A.	獲提名的備任:	董事的資料 Par	ticulars of Reser	ve Director Nomina	ated	
12			室/樓/座等 Flat/Floor/Block etc.				
(須在 PI-ND5) 填報備任 通常住址	董事	Address	大廈 Building				
Provide i director's residenti address PI-ND5 s	reserv s usua al in	樹 道/ 園 Street/Esta	型苑/地段/村等 te/Lot/Village etc.				
		區/市/省 Distri Sta	/州/郵遞區號等 ct / City / Province / ate / Postal Code etc.				
			國家/地區 Country/Region				
13		電郵地址 Email Address					
【独 (須在 PI-ND5)		身分識別 Identi (a) 香港身分證 Partial Numb		entity Card		* *	* (*)
填報完整 身分識別 Provide t	/號碼 full	(b) 護照 Passport	Issu	簽發國家/地區 ing Country/Region			
identifica number i PI-ND5 s	n			部分號碼 Partial Number			
		提名日期 Date of Nominati	on				
					日 DD	月MM	年 YYYY
(5)		提示 Advisory Note	All directors of th	e company are ac	威編製的〈董事責 vised to read 'A Guid hemselves with the g	de on Directors' Duti	es' published by the
15	В.	接受提名同意	Acceptance o	f Nomination			
		I accept the non years.	る公司的備任董哥 ination as the res		已年滿 18 歲。 his company and co	nfirm that I have atta	ained the age of 18
		簽署 Signed:	-				
	C.	確認書 Confirn	nation				
					是公司的唯一董事 o is also the sole dire		-
		中文姓名		ne of the Sole Men	nber and Sole Directo	or	
1 6		Name in Chinese 英文姓名	姓				
		Name in English		字			
	Th	is notice includes	Other Nam PI-ND5 頁(PI-N one page of PI-ND 分號 Please tick the	D5 頁 <u>不會</u> 供公眾 D5 Sheet (PI-ND5 S	【 查閱) heet is <u>NOT</u> for Public	: Inspection)	是Yes ☑ 否 No
6	簽	署 Signed :					
	姓	名 Name :	董事 Director/公司	秘書 Company Se	日期 Date:	日DD / 月MM /	
		-			-	• •	

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

指明編號 1/2023 (2023 年 12 月) Specification No. 1/2023 (December 2023)

PI-ND5

商業登記號碼 Business Registration Number
Business Registration Number

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

o 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.

a	中文姓名 Name in Chinese	
	英文姓名 Name in English Sur	t氏 ame
	Other N	5字 mes
18	身分識別 Identification (a) 香港身分證(完整號碼) Hong Kong Identity Card (<u>Fu</u>	Number) ()
	(b) 護照 Passport	簽發國家/地區 Issuing Country/Region
		完 整號碼 <u>Full</u> Number
19	通常住址 Usual Residentia	Address
	室/樓/座等 Flat / Floor / Block etc.	
	大廈 Building	
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.	
	區/市/省/州/郵遞區號等 District / City / Province / State / Postal Code etc.	
	國家/地區 Country/Region	

(交付表格 ND5 時,講將 PI-ND5 頁置於最後。

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



(公司條例)(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况下失效一
 - (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。

公司須以本表格誦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。
- 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。

答署

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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

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。
- 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

籌照號碼

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*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」。

10. 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)

- 11. 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,則必須與其讓昭上所載的姓名一致。
- 12. 請申報備任董事的<u>邁訊地址</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-ND5 頁內填報備任董事的 遷常住址。PI-ND5 頁及於該頁內所填報的資料,不會供公眾查閱。

- 13. 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。
- 14. (a) 請填報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 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-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」。
- 15. 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 樓公司註冊處的 詢問處密取。

16. 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)

- 17. 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,不會供公眾查閱。
- 18. 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」*
- 19. 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」地址及郵政信箱號碼。

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 a director (including an alternate director) or the company secretary of a local company	Form ND2A
Changes in particulars of a director (including an alternate director) or the company secretary 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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued 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.
- 9. (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 —

- (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) 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.

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

Nomination of Reserve Director (Section 3)

- 11. 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.
- 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.

- 13. 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.
- 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 reserve 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 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 'Nil' in the boxes provided.
- 15. 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.

16. 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)

- Hong Kong Identity Card number or passport number and usual residential address reported on PI-ND5 sheet are protected information. public inspection.

 PI-ND5 sheet and the information reported therein are withheld from public inspection.
- 18. 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.
- 19. 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.



註

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

^{表格} ND7

商業登記號碼 Business Registration Number

Note								
	1	公司名稱 Cor	mpany Na	ıme				
	2	備任董事詳憬	更改 Ch	ange in Particulars	of Reser	ve Director		
	A.			的詳情 istered with the Comp	anies Reç	gistry		
8		中文姓名 Name in Chinese	. [
		英文姓名 Name in English	姓氏 Surname					
		C	名字 Other Names					
9		身分識別 Identification		*	* *	(*)		
			ı	香港身分證 Partial Number of Hon		tity Card	護照 <u>部分號碼</u> Partial Number of Pass	port
4	姓	交人資料 Present 名/名稱 Name: 址 Address:	tor's Refer	ence	部	青勿填寫本欄 Fo	or Official Use	

傳真 Fax:

電話 Tel:

電郵 Email: 檔號 Reference:

表格	NI	D 7
Form	IN	U/

商業登記號碼 Business Registration Number

	備任董事詳情更改 Change in Particulars of	Reserve Director	(續上頁 conf	ťd)		
В.	更改詳情 Details of Change(s) 請只填報有更改的項目 Please complete item(s) w	ith change(s) only				
	(a) 中文姓名 Name in Chinese	ur change(s) only			E效日期 fective D	
	(1) ***			∄ DD	月MM	年YY
	(b) 英文姓名 Name in English					
	姓氏 Surname			∃ DD	月MM	年∨
	姓氏 Surname			H 00	73 141141	
	名字 Other Names					
	(c) 別名 Alias					1
		English		∃ DD	月MM	年丫
	(d) 通常住址 Usual Residential Address (須在 PI-ND7 頁填報備任董事新的通常住址					
	Provide reserve director's new usual residential address in	PI-ND7 sheet)		日 DD	月MM	年Y
	(e) 通訊地址 Correspondence Address					T
	室/樓/座等 Flat/Floor/Block etc.					
	大廈			∄ DD	月MM	年Y
	Building					
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.					
	医/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.					
	國家/地區 Country/Region					
	(f) 電郵地址 Email Address					
	and the second annual of the second of the s			Ħ DD	月MM	年Y
	(g) 香港身分證 <u>部分號碼</u> Partial Number of Hong		ala \			Ι
	*	* *	*	H 00	月MM	年Y
7	(h) 護照 Passport			∃ DD	H MM	#F1
焼碼						
ull tion	簽發國家/地區 Issuing Count	ry/Region		Ħ DD	月MM	年Y
n :heet))					
	部分號碼 Partial Numl	<u>oer</u>				
This	i 知書包括一頁PI-ND7頁(PI-ND7頁 <u>不會</u> 供公眾查 : notice includes one page of PI-ND7 Sheet (PI-ND7 She <i>適用的空格內加上 ✓ 號 Please tick the relevant box</i>		nspection)	是 Yes	s	否!
簽署	Signed :					
		EL MA Doto			_	
生名	S Name : 董事 Director/公司秘書 Company Secret	日期 Date : ary* 日	DD / 月MM	/ 年YYY	// [إقرا
請刪	水子不適用者 Delete whichever does not apply					w
	編號 1/2023 (2023 年 12 月) Specification No. 1/2023 (December 2023)				第二	144C)

PI-ND7

商業登記號碼 Business Begistration Number	
Business Registration Number	

備任董事詳情更改 - 受保護資料

Change in Particulars of Reserve Director - Protected Information

o X

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通常住址。

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.

	中文姓名 Name in Chinese					
8	英文姓名	姓氏 Surname				
	Othe	名字 er Names				
18	<i>讀只填報有更改的項目 P</i> 身分識別 Identification	lease co	mplete item(s) with c	hange(s) on	<u>v</u>	
	(a) 香港身分證(<u>完整</u> 號碼 Hong Kong Identity Card (nber)			()
	(b) 護照 Passport		簽發國家/地區 Issuing Country/Region			
			完整號碼 <u>Full</u> Number			
19	通常住址 Usual Residentia	I Addres	ss			
	室/樓/座等 Flat/Floor/Block etc.					
	大廈 Building					
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.					
	區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.	F				
	國家/地區 Country/Region					

(交付表格 ND7 時,講將 PI-ND7 頁置於最後。

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



(公司條例) (第 622 章) 第 645(4)條規定交付的

更改備任董事詳情通知書

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 攤從《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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

現時在公司註冊處登記的詳情 (第 2A 項)

8. 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。

- (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) 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「無」。

更改詳情 (第 2B 項)

- 10. 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。
- 11. 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。
- 12. 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。
- 13. 如備任董事的**邇常住址**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。

- 14. 請申報備任董事的**邁那地址**。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。
- 15. 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。
- 16. (a) 請申報備任董事新的香港身分證的<u>都分數碼</u>。如該人並非香港身分證持有人,請提供其所持新護照的*部分數碼*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 9。
 - (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)

- 17. 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。
- 18. 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。
- 19. 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」地址及郵政信箱號碼。

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 a director (including an alternate director) or the company secretary of a local company	Form ND2A
Changes in particulars of a director (including an alternate director) or the company secretary 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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued 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 —

- (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;
- (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 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)

- 10. 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.
- 11. 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.
- 12. 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.
- 13. 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.

- 14. 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.
- 15. 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.
- 16. (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 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 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)

- 17. 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.
- 18. 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.
- 19. 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 and post office box numbers are not acceptable.



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

^{表格} ND8

					記號碼 stration Number
È Not	e				
	1 公司名稱 Company Nam	е			
	2 備任董事的辭職 Resign	ation of Reserve Direc	tor		
	A. 現時在公司註冊處登記的			ne Companies Re	gistry
	中文姓名 Name in Chinese				
8	英文姓名 姓氏 Name in English Surname				
	名字 Other Names				
9	身分識別 Identification	* *	* (*)		
		香港身分證 <u>部分</u> <u>Partial Number</u> of Hong Kon		護照 <u>部分</u> Partial Number o	<u>聚硼</u> f Passport
	B. 辭職日期 Date of Resigna	tion			
			目DD	月MM	年 YYYY
	Her Larvi Duccoutoulo Defeu		請勿填寫本欄 For Of	Winial Han	
4	提交人資料 Presentor's Reference 姓名/名稱 Name:	nce	調勿項爲本欄 FOF O	niciai use	
	地址 Address:				
	電話 Tel: 傳	fi Fax:			■数■

電郵 Email: 檔號 Reference:

表格	NI		0
Form	IA	U	О

商業登記號碼 Business Registration Number

10 3 辭職通知 Notice of Resignation

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

100	1 1142/1940 1111 1/01	J		
	辭職通 I am red Compan	述公司的章程細則或本人與該公知;本人亦已按照該規定發出辭 quired by the articles of the above ny to give notice of resignation tion in accordance with the require	職通知。 e-named Company to the Company	or by an agreement with the
	辭職通知 該通知的 I am rec Compan resignat the Com	述公司的章程細則或本人與該公知。本人並未按照該規定發出通的電子版發送予該公司,或將該quired by the articles of the above by to give notice of resignation tion in accordance with the require apany in hard copy form or in electionpany.	知,但已將辭職通 通知留在該公司的 e-named Company to the Company. ement but I have se	M知的印本送交該公司,或將 的註冊辦事處。 or by an agreement with the I have not given notice of ent the notice of resignation to
	辭職通 I am not	述公司的章程細則或本人與該公知。 t required by the articles of the ab npany to give notice of resignation	ove-named Comp	
* 400	Signed:			
1	olgrica .			
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》(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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

現時在公司註冊處登記的詳情 (第 2A 項)

8. 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。 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*舊分 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」。

辭職通知 (第3項)

10. 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 sections 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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued 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 —

- (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.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 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 <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.

Notice of Resignation (Section 3)

10. 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.



債權證或債權股證配發申報書 Return of Allotment of Debentures or Debenture Stock

表格 NDB1

商業登記號碼

		_	Business Regis	tration Numbe
ote				
1	公司名稱 Company Name			
2	是次債權證或債權股證配發的詳情			
_	Details of this Allotment of Debentures or Debenture			
		貨幣 Currency	款 Am	額 ount
	所配發的債權證或債權股證的款額 The Amount of Debentures or Debenture Stock Allotted	Janoney		
	該等債權證或債權股證的配發日期 Date of Allotment of Debentures or Debenture Stock			
		H DD	月MM	年 YYYY
	該等債權證或債權股證的贖回日期			
	Date of Redemption of Debentures or Debenture Stock	∃ DD	月MM	年 YYYY
3	獲配發者的詳情 Details of Allottee(s) 蘇在適用的空格內加上 ✓ 號 Please tick the relevant box	a 55	H IMM	41111
	獲配發者的姓名或名稱及地址載列於附表。 The name and address of each allottee are listed in the S	Schedule(s).		
	配發的債權證或債權股證可藉交付而轉讓。每名申報書述明。 The debentures or debenture stock allotted are transfer.			
	name and address of each allottee in this Return.			
	申報書所包括的附表的頁數 umber of pages of Schedule included in this Return			
	署 Signed :		_	
姐	名 Name : 董事 Director/公司秘書 Company Secretary *	日期 Date:	日DD / 月N	IM / 年YY
*:	新聞去不適用者 Delete whichever does not apply			
携		f勿填寫本欄 F	or Official Use	
	址 Address:			
惲	話 Tel: 傳真 Fax:			
_	郵 Email:			
楷	Reference:			

表格 NDB1

附表 Schedule

商業登記號碼

	Business	Registration	Number
Г			

獲配發者的詳情(第3項	Details of Allottee(s) (Section 3)	
(如超過三名獲配發者,可另加附表均	ह्म् $lpha$ $$ If there are more than 3 allottees, please report on additional Sc	chedule.)
1 姓名/名稱 Name		所配發的債權證或 債權股證的款額 Amount of Debentures or Debenture Stock Allotted
地址 室/樓/座等 Address Flat/Floor/Block etc		
大廈 Building	,	
街道/屋苑/地段/村等 Street/Estate/Lot/Village etc		
區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc		
國家/地區 Country/Region	,	
2 姓名/名轄 Name		所配發的債權證或 債權股證的款額 Amount of Debentures or Debenture Stock Allotted
地址 室/樓/座等 Address Flat/Floor/Block etc		
大廈 Building	3	
街道/屋苑/地段/村等 Street/Estate/Lot/Village etc		
區/市/省/州/郵繼區號等 District/City/Province/ State/Postal Code etc		
國家/地區 Country/Region	,	
3 姓名/名稱 Name		所配發的債權證或 債權股證的款額 Amount of Debentures or Debenture Stock Allotted
地址 室/樓/座等 Address Flat/Floor/Block etc		
大 廋 Building		
街道/屋苑/地段/村等 Street/Estate/Lot/Village etc		
區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc		<u> </u>
國家/地區 Country/Regior	,	

(公司條例) (第 622章) 第 316(1) 條規定交付的

債權證或債權股證配發申報書

填表須知 — 表格 NDB1

附註

引言

- 公司須在債權證或債權股證配發後的一個月內,將配發申報書以本表格交付公司註冊處處長(「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。

答黑

5. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

RETURN OF ALL OTMENT OF DEBENTURES OR DEBENTURE STOCK

For the purposes of section 316(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NDB1

Introduction

- Within one month after an allotment of debentures or debenture stock, a company must deliver a return of the allotment 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.

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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.



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

商業登記號碼

							Business Registratio	n Number
È Note	1	公司名稱	Company Na	me				
	2	申請人證明	明書 Certifica	ation by App	olicant			
	Α.	申請人的身	分 Capacity o	of Applicant				
2			的申請是由. ation for dereg		出一 ade by the follow	ing persor	1—	
		請在適用的空格	i内加上 ✓ 號 Plea	se tick the releva	nt box			
		上刻	L公司 the abo	ove named co	ompany			
		上並	此公司的一名	董事 a direct	tor of the above r	amed com	npany	
		上刻	t 公司的一名	成員 a memi	ber of the above i	named con	npany	
5	提交	人資料 Pres	sentor's Refer	ence		請勿填寫	本欄 For Official Use	
		姓名/名稱 in Chinese						
		姓名/名稱 in English						
	地址 Addre	ess						
	電話	Tel		傳真 Fax				
	電郵	Email						
	檔號	Reference						□37 Et

表格	NI		D	4
Form	Ν	U	$\mathbf{\Gamma}$	

r

В.	申請人的資料	Particulars of Applicant

٥.	(如申請人為 <u>上述公司</u> ,請同時填報第2	2C 項 If the applicant is <u>the above named company</u> , please also complete Section 2C)
1	申請人姓名(自然人) Nam	ne of Applicant (Natural Person)
	中文 姓 名 Name in Chinese	
	英文姓名 姓氏 Name in English Surname	
	名字 Other Names	
	或 OR	
	甲謂人名棋(法人團體) N	ame of Applicant (Body Corporate)
10	通訊地址 Correspondence	Address
	室/樓/座等 Flat / Floor / Block etc.	
	大廈 Building	
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.	
	區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.	
	國家/地區 Country/Region	
1	電郵地址 Email Address	
	圖文傳真號碼 Fax Number	





圖文傳真號碼 Fax Number

⊉ c.		erson Nominated to be Given Notice of the Deregistration 人(自然人)的資料 If the applicant is <u>the above named company</u> , please provide the particulars
13	獲提名的自然人的姓名 N	lame of the Natural Person Nominated
	中文姓名 Name in Chinese	
	英文姓名 姓氏 Name in English Surname	
	名字 Other Names	
13	通訊地址 Correspondence	Address
	室/樓/座等 Flat / Floor / Block etc.	
	大廈 Building	
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.	
	區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.	
	國家/地區 Country/Region	
14	電郵地址 Email Address	



商業登記號碼 Business Registration Number

表格 NDR1

商業登記號碼
Business Registration Number

- 3 D. 申請條件 Conditions for the Application
 - 公司的所有成員均同意撤銷公司的註冊:

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;
 <u>either</u> the company has not been in operation or business, <u>or</u> 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;

- (如公司是控權公司)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 622 章)第 749 條指明的公司。
 the company is not a company specified in section 749 of the Companies Ordinance (Cap. 622).
- 16 E. 膿本表格交付的文件 Document Delivered with this Form

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

3 F. 證明書 Certification

本人/我們現核證一

I / We certify that —

(a) 上述公司已符合上述 2D 項所有的申請條件; 及

the above named 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.

簽署 Signed :	日期 Date:
姓名 Name :	日 DD / 月 MM / 年 YYYY
身分 Capacity: 請在適用的空	本表格第 2B 項所述的申請人(自然人) Natural Person Applicant named in Section 2B of this Form
格内加上 V號 Please tick the relevant box	本表格第 2B 項所述的申請人(法人團體) 的董事/公司秘書/授權人* Director / Company Secretary / Authorized Person of the Body Corporate Applicant named in Section 2B of this Form * * 游網去不適用者 Please delete whichever does not apply

警告 WARNING

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公司註冊處處長提供在要項上屬處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 DEREGISTRATION, KNOWINGLY OR RECKLESSLY GIVES ANY INFORMATION TO THE REGISTRAT FOMPANIES 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》(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

引言

- 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條並不猶用於以下公司—
 - (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 擊實體:
 - (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)、(g)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 德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 為遵從《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

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。

商業登記號碼

9. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司,商業 登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

申請人的資料 (第 2B 項)

- 10. 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。
- 11. 請提供申請人的電郵地址及/或圖文傳直號碼(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)

- 12. 獲提名的人必須是自然人。
- 13. 請填報獲提名的自然人的全名及通訊地址。
- 14. 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)

15. 債務包括或有負債,例如銀行擔保。

隨本表格交付的文件 (第 2E 項)

16. 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 個月內交付公司註冊處,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);
 - 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);
 - (f) 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
 - (i) 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.
- 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 <u>Administrative Region as bona vacantia</u>. 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 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.

Business Registration Number

9. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.

Particulars of Applicant (Section 2B)

- 10. Full name and correspondence address of the applicant must be given. If the applicant is the company, 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.
- 11. 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)

- 12. The nominated person must be a natural person.
- 13. Please provide the full name and correspondence address of the natural person nominated.
- 14. Please supply the email address and \(\sigma \) or fax number of the natural person nominated, if any, to facilitate electronic communication.

Conditions for the Application (Section 2D)

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

Document Delivered with this Form (Section 2E)

16. The original written notice issued by 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 to the Companies Registry within 3 months from the date of such notice. Failure to do so may result in the application being delayed or even rejected.



委任審查員通知書 Notice of Appointment of Inspector

表格 NIN1

商業登記號碼 Business Registration Number

È Note							
IT MOIS	1	公司名稱 Company Nan	ne				
	·	Z - 1-E m - company itan					
	2	審查員委任的詳情 Deta	ails of Appointment	t of In	spector		
		姓名 Name			•		
		地址 Address		(請申	報全名 Please st	ate full name)	
		室/樓/座等					
		Flat / Floor / Block etc. 大廈					
		Building					
		街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.					
		區/市/省/州/郵遞區號等 District/City/Province/					
		State / Postal Code etc.					
		Country / Region					
		委任日期 Date of Appoint	ment				
					∄ DD	月MM	年 YYYY
	3	本委任所依據的法例條 <i>請在適用的空格內加上 V 號 Plea</i>		sion ι	ınder which t	he Appointme	nt is Made
		【公司條例》(第 62		ion 84	0 of the Compa	anies Ordinance	(Cap. 622)
				_			
		《公司條例》第 841	係 Section 841 of th	e Com	ipanies Ordina	ince	
		- o:					
5		署 Signed:					
	姓	名 Name :	員 Inspector	日	期 Date :	目DD / 月MM	/ Æ VVVV
_	_						/ 4- 1111
3		交人資料 Presentor's Refere 名/名稱 Name:	ence	請勿均	真寫本欄 For C	Official Use	
		址 Address:					
	_	話 Tel: 傳真 F 郵 Email:	ax:				
	_	Be Reference:					

《公司條例》(第 622 章) 第 842(1) 條規定交付的

委任審查員通知書

填表須知 — 表格 NIN1

附註

引言

- 相據《公司條例》第840或841條獲財政司司長委任調查公司的事務的審查員, 須按照第842條的規定,在有關委任作出的日期後的15日內,以本表格將委任通 知交付公司註冊處處長(「處長」)登記。
- 2. 請劃一以中文或英文申報各項所需資料。如以中文申報,請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。
- 3. 請提供提交人資料。除非有特別事項需要公司註冊處注意,否則無須另加附函。
- 4. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」,或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話,則該表格不會視作曾為導從《公司條例》中有關條文的規定而交付處長。

答唱

5.

本表格必須由獲委任的審查員簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-,後的數字無須填寫。於2023年12月27日或之後成立/註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

NOTICE OF APPOINTMENT OF INSPECTOR

For the purposes of section 842(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NIN1

Introduction

- In accordance with the provisions of section 842 of the Companies Ordinance, an inspector who is appointed by the Financial Secretary under section 840 or 841 to investigate the affairs of a company must, within 15 days after the date of the appointment, deliver to the Registrar of Companies (the Registrar) a notice of the appointment in this form 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 inspector being appointed. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.



審查員交付最終報告通知書 Notice of Delivery of Final Report by Inspector

^{表格} NIN2

商業登記號碼 Business Registration Number

Note						
.016	1	公司名稱 Company Name				
	2	向財政司司長交付有關調査上述公	司事務的			1
		最終報告的日期	.1400.41			
		Date of Delivery of the Final R		H DD	月MM	年 YYYY
		Investigation of the Affairs of the	ne above			
		Company to the Financial Secretary				
)	簽!	署 Signed:				
	姓:	名 Name :	日期口	ate :		
	-	審査員 Inspector			/ 月MM /	年 YYYY
			L			
)		交人資料 Presentor's Reference	請勿填寫ス	本欄 For Officia	ıl Use	
		名/名稱 Name: 址 Address:				
	ME.	M. Address.				
	電	話 Tel: 傳真 Fax:				
	電	■ Email:				
	機	Reference:				

(公司條例) (第 622章) 第 856(4)條規定交付的

審査員交付最終報告通知書

填表須知 — 表格 NIN2

附註

引言

- 1. 根據《公司條例》第840或841條獲財政司司長委任調查公司的事務的審查員, 須在調查完成時,就該調查擬備最終報告,交付財政司司長。審查員須按照第 856(4)條的規定,在將該最終報告交付財政司司長後的一段合理時間內,以本表 格將關於該事的通知交付公司註冊處處長(「處長」)登記。
- 2. 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被公司計冊處接納。
- 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。

签 畢

本表格必須由審查員簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的 首8位數字),「-,後的數字無須填寫。於2023年12月27日或之後成立/註 冊的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非 香港公司註冊證明書」上的編號。

NOTICE OF DELIVERY OF FINAL REPORT BY INSPECTOR

For the purposes of section 856(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NIN2

Introduction

- 1. An inspector who is appointed by the Financial Secretary under section 840 or 841 of the Companies Ordinance to investigate the affairs of a company must, on the completion of the investigation, prepare a final report on the investigation and deliver it to the Financial Secretary. As required by section 856(4), the inspector must, within a reasonable time after the delivery of the final report to the Financial Secretary, deliver to the Registrar of Companies (the Registrar) a notice of that fact in this form for registration.
- 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 the inspector. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.



審查員交付中期報告通知書 Notice of Delivery of Interim Report by Inspector

表格 NIN3

商業登記號碼

				Business Regis	tration Num
•					
	公司名稱 Company Name				
'	公司在# Company Name				
2	向財政司司長交付有關調査上	沭公司事務的 「			I
_	中期報告的日期				
	Date of Delivery of the Inter		日 DD	月MM	年 YYY
	Investigation of the Affairs				
	Company to the Financial Secret	ary			
簽署	署 Signed:				
姓:	名 Name :	日期 Da	ate :		
	審查員 Inspe	ctor		目DD / 月MM	/ 年YYY
提:	交人資料 Presentor's Reference	請勿填寫本	欄 For (Official Use	
	名/名稱 Name:	- 72 X 116 T			
地	址 Address:				
_					
	話 Tel: 傅真 Fax:				
	郵 Email: 號 Reference:				
作品:	The release inch.				

《公司條例》(第 622 章) 第 855(4)條規定交付的 審查員交付中期報告通知書 填表須知 — 表格 NIN3

附註

引言

- 1. 根據《公司條例》第 840 或 841 條獲財政司司長委任調查公司的事務的審查員, 須按財政司司長的指示(如有的話)就有關調查擬備中期報告。如審查員認為擬備中期報告是適當的,亦可隨時就該調查擬備中期報告。審查員須將中期報告交付財政司司長,並須按照第 855(4)條的規定,在將該中期報告交付財政司司司長後的一段合理時間內,以本表格將關於該事的通知交付公司註冊處處長(「處長」)登記。
- 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被公司 註冊處接納。
- 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。

筝里

5. 本表格必須由審查員簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立/註冊的 公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港 公司註冊證明書」上的編號。

NOTICE OF DELIVERY OF INTERIM REPORT BY INSPECTOR

For the purposes of section 855(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NIN3

Introduction

- 1. An inspector who is appointed by the Financial Secretary under section 840 or 841 of the Companies Ordinance to investigate the affairs of a company must, if directed by the Financial Secretary, prepare an interim report on the investigation. The inspector may also at any time prepare an interim report on the investigation if it is considered appropriate to do so. An interim report must be delivered to the Financial Secretary. As required by section 855(4), the inspector must also, within a reasonable time after the delivery of the interim report to the Financial Secretary, deliver to the Registrar of Companies (the Registrar) a notice of that fact in this form for registration.
- 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 inspector. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.



押記詳情的陳述 Statement of Particulars of Charge

表格 Form NM1

商業登記號碼

				Busi	ness Re	gistratior	Number
註 Note 1	公司夕報 Company Name						
	公司名稱 Company Name						
2	設立該項押記或證明該項押訊	的設立的文書	Instrument Creation	ng or	Evidend	ing the C	harge
– 1 4	文書描述 Description of Instrum			•		•	•
-6	(文書的 <u>經核證副本</u> 須連同本表格交付 A ce		trument must be delivered	d with th	is form)		
				-	設立日期	期 Date of	Creation
					日 DD	月MM	年 YYYY
3	承按人或承押記人資料 Partio						
15	(如超過一名承按人或承押記人,請用續頁場	奪報 Use Continuation	Sheet if there is more th	an 1 Mo	ortgagee o	r Chargee)	
	姓名/名稱 Name						
16	地址 Address						
	室/樓/座等 Flat/Floor/Block etc.						
	大廈						
	大廈 Building						
	街道 / 厨苗 / 钟码 / 村等						
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.						
	區/市/省/州/郵遞區號等 District/City/Province/State/Postal						
	District / City / Province / State / Postal Code etc.						
	國家/地區						
	Country / Region						
_	交人資料 Presentor's Reference		請勿填寫本欄 For C	Officia	I Use		
	:名/名稱 Name:						
-	號 Code: 址 Address:						
AC.	AL Address.						
帽	話 Tel: 傳真 Fax:						
1	郵 Email:						
權	號 Reference:						

	表 Fo	格 rm NN	11				新業登記號码 Registratio	n Number
17	4	獲取財產的	日期 Date of Acquisitio	n of Property	1			
						目 DD	月MM	年YYYY
18	5		應支付的佣金、津貼或 n, Allowance or Discou		Relation to	the Deben	ture	
	A.	款額 Amour	t					
		<u>或 OR</u>						
	В.	百分率 Perc	entage					
		東述所包括的鑛	頁數目 uation Sheet(s) included in th	nis Statement				
		FSigned : SAName :	公司/承按人/承排 (董事/公司秘書/授/ Company/Mortgage/ (Director/Company Se Authorized Represent	霍代表*) Chargee * cretary /	_ 日期 Date:	目 DD /	月MM /:	年 YYYY

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

表格 NM1

承按人或承押記人資料 (第3項)

續頁 Continuation Sheet

商業登記號碼

Business Registration Number

Particulars of Mortgagee	or Chargee (Section 3)
姓名/名稱 Name	
地址 Address	
室/模/座等 Flat/Floor/Block etc.	
大廈 Building	
街道/屋苑/地段/村等	
Street Estate Lot Village etc.	
區/市/省/州/郵遞區號等 District/City/Province/State/ Postal Code etc.	
國家/地區 Country/Region	
Oddinay/ region	
姓名/名稱 Name	
XE-II) -II-III HA HAIIII	
地址 Address	
室/模/座等 Flat / Floor / Block etc.	
大廈 Building	
街道/屋苑/地段/村等	

區/市/省/州/郵遞區號等 District / City / Province / State / Postal Code etc.

國家/地區 Country/Region

《公司條例》(第 622 章) 第 335(1)、336(1)、338(2)、339(3)、340(2) 及 342(2)條規定交付的

押記詳情的陳述

填表須知 — 表格 NM1

附註

引言

- 1. 根據《公司條例》註冊成立為法團的公司(本地公司)或根據《公司條例》第 16 部註冊的公司(註冊非香港公司)必須將關於該公司設立的指明押記或公司在取得財產時已存在的押記的於情的陳述,以本表格運同設立該項押記或雖明有該項押記的文書的經核證副本,交付公司註冊處處長(「處長」)登記。請注意,指明押記均須登記。如欲確定某項押記是否指明押記,請參閱《公司條例》第 334 條及尋求獨立法律意見。
- (a) 如註冊非香港公司就某財產設立押記時或在取得某財產時,該財產不是在香港境內, 則該項押記不須在公司註冊處登記。
 - (b) 如在註冊非香港公司根據《公司條例》第 16 部註冊的日期,該公司有在香港境內的受該公司設立的押記規限的財產,或受在取得該財產時已存在的押記規限的財產,則公司必須交付本表格,為該項押記登記。
- 交付指明押記登記是公司的責任,但擁有指明押記的權益的人,包括承押記人,亦可交付該項指明押記予處長登記。
- 4. 請劃一以中文或英文申報各項所需資料,所選的語文<u>必須</u>與用以描述本表格第2項所述的設立或證明該項按揭或押記的設立的文書的語文相同。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。
- 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 續從(公司條例)中有關條文的規定而交付處長。

交付表格的期限

7. 本表格須在指明的登記期交付處長登記。登記期是設立押記的日期、取得有關財產的程序完成的日期、或註冊非香港公司根據《公司條例》第16部註冊的日期後的一個月(視屬何情況而定)。

如有關指明押記是本地公司在香港以外設立,並包含在香港以外的財產,則登記期是設立該項押記或證明有該項押記的文書的經核證副本(如付出應有努力發送)可在經正常的郵遞程序於香港接獲的日期後的一個月。

除非獲法庭頒令批准延期,處長不接受逾期交付的表格。

費用

8. 本表格必須連同正確的費用一併交付,否則公司註冊處不會接納。有關所需費用的詳情, 請參閱《主要服務收費表》資料小冊子。如以港幣劃線支票繳付費用,抬頭請註明「公司註冊處」。請勿郵寄現金。

答署

- 9. 本表格可由按揭人(即有關公司)、承按人或擁有該項押記的權益的人簽署一
 - (a) 如本表格是由有關公司以按揭人身分交付,表格必須由其董事或公司秘書,或為此目的獲授權的人簽署。
 - (b) 如承按人或擁有該項押記的權益的人是自然人,本表格必須由承按人或擁有該項押記的權益的人親自簽署,或由其為此目的授權的人簽署。
 - (c)如承按人或擁有該項押記的權益的人是法人團體,本表格必須由承按人或擁有該項押記的權益的人的董事或公司秘書,或獲承按人或擁有該項押記的權益的人為此目的授權的人簽署。

公司註冊處不接納未簽妥的表格。

商業登記號碼

10. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立/註冊的公司,商業登記號碼亦已用作公司註冊應所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

設立該項押記或證明該項押記的設立的文書(第2項)

- 請申報設立該項押記或證明該項押記的設立的文書的類別或性質,例如「按揭」、「債權證」、「浮動押記」、「信托契據」等。
- 12. 在本項所述設立該項押記或證明該項押記的設立的文書的經核證副本,必須連同本表格 一併交付登記。一份關乎某項押記的文書的副本,如經以下的人核證為真實副本,即屬經 核證副本一
 - (a) 以下的人-
 - (i) 交付該副本登記的公司或註冊非香港公司的董事或公司秘書;或
 - (ii) 該公司或註冊非香港公司為此目的授權的人;或
 - (b) 以下的人一
 - (i) 擁有該項押記的權益的任何其他人;或
 - (ii) 如一
 - (A) 擁有權益的人是自然人,該擁有權益的人為此目的授權的人;或
 - (B) 擁有權益的人是法人團體,該擁有權益的人為此目的授權的人,或該擁有權益的人的董事或公司秘書。
- 13. 請注意,登記時只須交付設立押記或證明押記的設立的文書的經核證副本。如誤把押記文書的正本而非經核證副本交付處長登記,處長不會就該押記文書正本在文件影像掃描過程中可能造成的任何損壞負責,亦不會就該押記文書正本可否安全交還提交人負責。
- 14. 如押記文書所用的語文並非中文或英文,提交人須一併交付一份和本表格所用的語文相同的文書的經核證譯本。

承按人或承押記人資料 (第3項)

- 15. 如有多於一名承按人或承押記人,請使用續頁填報。
- 16. 請申報承按人或承押記人的詳細地址,本處不接納「轉交」地址及郵政信箱號碼。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營業地點的地址。

獲取財產的日期 (第4項)

17. 本項只適用於根據《公司條例》第338或339條交付登記的押記。如公司取得任何受押 記規限的財產(有關押記在公司獲取該財產時已存在),請在有關的空格內申報取得有關 財產的程序完成的日期。取得有關財產的文件的副本,須與本表格一併交付,以作核對。

有關債權證應支付的佣金、津貼或折扣 (第5項)

- 18. 如公司或註冊非香港公司直接或間接支付或提供任何佣金、津貼或折扣予任何人,作為 該人作出以下事情的代價—
 - (a)無條件或有條件地認購該公司或註冊非香港公司的任何債權證,或同意如此認購該 等債權證;或
 - (b) 促致或同意促致無條件或有條件地認購該公司或註冊非香港公司的任何債權證;

公司或註冊非香港公司須將有關佣金、津貼或折扣的詳情的陳述,以本表格交付處長登記。

STATEMENT OF PARTICULARS OF CHARGE

For the purposes of sections 335(1), 336(1), 338(2), 339(3), 340(2) and 342(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NM1

Introduction

- 1. All companies incorporated in Hong Kong (local companies) or registered in Hong Kong under Part 16 of the Companies Ordinance (registered non-Hong Kong companies) must deliver a statement of the particulars of every specified charge created by the company or charge existing on properties acquired by the company in this form to the Registrar of Companies (the Registrar) for registration, together with a certified copy of the instrument creating or evidencing the charge. Please note that only specified charges are required to be registered. To ascertain what a specified charge is, please refer to section 334 of the Companies Ordinance and seek independent legal advice.
- (a) Charges on property owned by registered non-Hong Kong companies are not required to be registered if the charged property was not in Hong Kong when the charge was created or when the property was acquired by the registered non-Hong Kong company.
 - (b) Where a registered non-Hong Kong company has, on the date of its registration under Part 16 of the Companies Ordinance, property in Hong Kong that is subject to a charge created by the company or a charge that subsisted when the property was acquired, it is required to deliver this form for registration of that charge.
- It is the duty of the company to deliver its specified charge for registration. However, a person
 interested in a specified charge, including the chargee, may also deliver the specified charge to
 the Registrar for registration.
- 4. Please fill in all particulars and complete all items consistently in either Chinese or English <u>AND</u> in the same language used in Section 2 of this form to describe the instrument creating or evidencing the mortgage or charge. 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.

Deadline for Delivery of this Form

7. This form should be delivered to the Registrar for registration within the registration period, i.e. within one month after the date on which the specified charge is created, or the date on which the acquisition is completed, or the date on which a registered non-Hong Kong company is registered under Part 16 of the Companies Ordinance, as the case may be.

In the case of a charge created by a local company outside Hong Kong and comprising property situate outside Hong Kong, this form should be delivered to the Registrar within one month after the date on which a certified copy of the instrument creating or evidencing the charge could, if despatched with due diligence, have been received in Hong Kong in due course of post.

Late delivery will not be accepted unless an order for extension of time is granted by the court.

Fee

8. This form must be delivered with the correct fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. Please refer to the information pamphlet on 'Price Guide to Main Services' for the correct fee payable. If the fee is paid by cheque, the cheque should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.

Signature

- This form may be signed by the mortgagor (i.e. the company itself), the mortgagee or the person interested in the charge in the following manner —
 - (a) When the form is delivered by the company as a mortgagor, the form should be signed by a director or company secretary of the company, or by a person authorized by the company for the purpose.
 - (b) If the mortgagee or the interested person is a natural person, the form should be signed by the mortgagee or the interested person personally, or by a person authorized by the mortgagee or the interested person for the purpose.
 - (c) If the mortgagee or the interested person is a body corporate, the form should be signed by a director or company secretary of the mortgagee or the interested person, or by a person authorized by the mortgagee or the interested person for the purpose.

A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

10. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated/registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Instrument Creating or Evidencing the Charge (Section 2)

- 11. Please state the type or nature of the instrument creating or evidencing the charge, such as 'Mortgage'. 'Debenture'. 'Floating Charge'. Trust Deed', etc.
- 12. A certified copy of the instrument creating or evidencing the charge described in this Section must be delivered together with this form for registration. A copy of an instrument in relation to a charge is a certified copy if it is certified as a true copy —
 - (a) by
 - (i) a director or company secretary of the company or registered non-Hong Kong company delivering the copy for registration; or
 - (iii) a person authorized by that company or registered non-Hong Kong company for the purpose; or
 - (b) by -
 - (i) any other person interested in the charge; or
 - (ii) in the case of -
 - (A) an interested person who is a natural person, a person authorized by the interested person for the purpose; or
 - (B) an interested person that is a body corporate, a person authorized by the interested person for the purpose, or a director or company secretary of the interested person.
- 13. Please note that only <u>a certified copy</u> of the instrument creating or evidencing the charge is required to be delivered for registration. If the original charge instrument is mistakenly delivered to the Registrar instead of the certified copy, the Registrar will not be responsible for any damage to the original instrument that may result from the document image scanning process or for the safe return of the original charge instrument to the presentor.

14. If the language of the instrument is not in Chinese or English, the presentor is required to deliver, together with the instrument, a certified translation thereof in the language used in completing this form

Particulars of Mortgagee or Chargee (Section 3)

- 15. Please use continuation sheet if there is more than one mortgagee or chargee.
- 16. Please provide the mortgagee's or chargee's full address. 'Care of addresses and post office box numbers are not acceptable. If the mortgagee or chargee is a body corporate, please provide the address of its registered or principal office.

Date of Acquisition of Property (Section 4)

17. This Section is only applicable to charges delivered for registration under section 338 or 339 of the Companies Ordinance. If the company has acquired a property that is subject to a charge when the property was acquired, please fill in the date on which the property was acquired in the box provided. A copy of the document effecting or evidencing the acquisition should also be delivered together with this form for verification.

Commission, Allowance or Discount Payable in Relation to the Debenture (Section 5)

- **18.** If any commission, allowance or discount has been paid or made, directly or indirectly, by a company or registered non-Hong Kong company to any person in consideration of the person
 - subscribing or agreeing to subscribe, absolutely or conditionally, for any debenture of the company or registered non-Hong Kong company; or
 - (b) procuring or agreeing to procure absolute or conditional subscriptions for any debenture of the company or registered non-Hong Kong company;

the company or registered non-Hong Kong company must deliver a statement of the particulars of the commission, allowance or discount in this form to the Registrar for registration.

公司註冊處 Companies Registry

償付/清償債項或解除押記等的通知書 Notification of Payment/Satisfaction of Debt, Release from Charge, etc.

表格 Form NM2

Form INIVIA

				Business R	egistratio	n Number
註 Note						
_						
	1	公司名稱 Company Name				
	2	承按人或承押記人資料 Particulars of Mortgage	ee or Chargee	•		
		姓名/名稱 Name				
8 9)	轉換承按人或承押記人的日期 Date of Change of Mortgagee or Chargee				
				日 DD	月MM	年 YYYY
	3	解除押記的資料 Particulars of the Discharge				
10	A.	設立該項押記或證明有該項押記的文書描述				
_		Description of the Instrument Creating or Evidencing t	he Charge			
		Lateral Description Section	勿填寫本欄 For	Official Hos		
3		大資料 Presentor's Reference 論/名稱 Name:	ツ璵為本欄 FOF	Official Use		
	代號	Code:				
	地址	Address:				
	電影	Tel: 傳真 Fax:				
		ß Email:				
	檔集	Reference:				

指明編號 1/2023 (2023 年 12 月) Specification No. 1/2023 (December 2023)

表格	Ν	R/I	2
Form	I	IVI	Z

	格 rm	N	M ₂)							新業登記號 Registration	
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3	解	余押	記的資	∣ Particu	lars of th	ne Dis	scharge	(續上頁 cc	nt'd)			
В.	設立	2押部	2的日期	l								
	Dat	e of (Creation	of the Ch	arge					目 DD	月 MM	年 YYYY
- (3) C.	Des	cript		描述 he Instrum 連同本表格交							n)	
												1
D.			的日期 Discharq	ge of the C	harge							
										日 DD	月MM	年 YYY
E.	解除	押託	類別T	pe of Disc	harge							
	請在法	適用的	芒格内加	∵ ✓ 羰 Please	tick the rele	vant bo	x					
	I		藉已登	記押記保護	登的債項E	三全部	了價付或消	償。				
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	III		The w	已登記押記 nole prope ne charge.								en releas
	IV		部分受 Part of	已登記押記 the prope								en releas
	٧		The wi	已登記押記 nole prope the compa	rty or und	dertak	ing subje	ct to the				
	VI		Part of	已登記押記 the prope the compa	rty or un	dertak	king subje	ct to the				
多 簽	y Sig	ned :										
6 4::	名 Na	me :						日期「	Date :			
XII.			(授權f e/Ch	代表 *) largee *			目 DD /	月MM /	年 YYYY

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

Authorized Representative *)

《公司條例》(第 622 章) 第 345 條規定交付的

償付/清償債項或解除押記等的通知書

填表須知 — 表格 NM2

附註

引言

- 根據《公司條例》第345條,如一
 - (a) 藉已登記押記保證的債項,已全部或部分償付或清償;或
 - (b) 受已登記押記規限的財產或業務的全部或任何部分-
 - (i) 已解除押記而不再受該項押記規限;或
 - (ii) 已不再構成有關公司或註冊非香港公司的財產或業務的一部分,

有關公司、註冊非香港公司、承按人或對有關押記享有權利的人,可將償付、清償、解除押記或財產或業務不再構成公司財產或業務的一部分一事,以本表格通知公司註冊處處長(「處長」)。

- 2. 請劃一以中文或英文申報各項所需資料,所選的語文<u>必須</u>與用以描述本表格第3C項所述的解除押記的文書的語文相同。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。

費用

5. 本表格必須連同正確的費用一併交付,否則公司註冊處不會接納。有關所需費用的詳情, 請參閱《主要服務收費表》資料小冊子。如以港幣劃線支票繳付費用,抬頭請註明「公司 註冊處」。請勿郵寄現金。

簽署

- 6. 本表格可由按摄人(即有關公司)、承按人或對有關押記享有權利的人簽署—
 - (a) 如本表格是由有關公司以按揭人身分交付,表格必須由其董事或公司秘書,或為此目的獲榜權的人簽署。
 - (b) 如承按人或對有關押記享有權利的人是自然人,本表格必須由承按人或對有關押記 享有權利的人親自簽署,或由其為此目的授權的人簽署。
 - (c)如承按人或對有關押記享有權利的人是法人團體,本表格必須由承按人或對有關押記享有權利的人的董事或公司秘書,或獲承按人或對有關押記享有權利的人為此目的授權的人簽署。

公司註冊處不接納未簽妥的表格。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立/註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

承按人或承押記人資料 (第2項)

- 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。
- 9. 如曾經轉換承按人或承押記人,請連同本表格交付轉換承按人或承押記人的證明文件。如 承按人或承押記人是自然人,該證明文件必須由承按人或承押記人親自簽署或由獲其授權 的人簽署。如承按人或承押記人是法人團體,則該證明文件須由承按人或承押記人的董事、 公司秘書或獲授權的人簽署。本項要求並不適用於根據香港法例的任何條例完成的按揭轉 讓或押記輔讓。

設立該項押記或證明有該項押記的文書的描述 (第 3 A 項)

10. 在本項所填報設立該項押記或證明有該項押記的文書的描述,必須與該押記在公司註冊處 登記時的表格內填報的描述相同。

解除押記的文書描述 (第 3C 項)

- 11. 交付本表格時須附上證明有關償付、清償、解除押記或財產或業務不再構成公司財產或業務的一部分的文書的經核證副本。任何文書的副本,如經以下的人核證為真實副本,即屬經核證副本一
 - (a) 承按人或對有關押記享有權利的人;或
 - (b) 如一
 - (i) 承按人或對有關押記享有權利的人是自然人,獲承按人或對該項押記享有權利的人為此目的授權的人;或
 - (ii) 承按人或對有關押記享有權利的人是法人團體一(A) 獲承按人或對有關押記享有權利的人為此目的授權的人;或
 - (B) 承按人或對該項押記享有權利的人的董事或公司秘書。
- 12. 請注意,登記時只須交付證明解除押記的文書的經核證副本。如誤把證明解除押記的文書 的正本而非經核證副本交付處長,處長不會就該文書正本在文件影像掃描過程中可能造成 的任何損壞負責,亦不會就該文書正本可否安全交還提交人負責。
- 13. 如解除押記的文書所用的語文並非中文或英文,提交人須一併交付一份和本表格所用的語文相同的文書的經核證譯本。

NOTIFICATION OF PAYMENT / SATISFACTION OF DEBT, RELEASE FROM CHARGE, ETC.

For the purposes of section 345 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NM2

Introduction

- . Pursuant to section 345 of the Companies Ordinance, if
 - (a) the debt secured by a registered charge has been paid or satisfied in whole or in part; or
 - (b) the whole or any part of the property or undertaking subject to a registered charge
 - (i) has been released from the charge; or
 - (ii) has ceased to form part of the company's or registered non-Hong Kong company's property or undertaking,

the company or registered non-Hong Kong company, or the mortgagee or person entitled to the charge, may notify the Registrar of Companies (the Registrar) of the payment, satisfaction, release or cessation in this form.

- 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 Section 3C of this form to describe the instrument evidencing the discharge of the charge. 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.

Fee

5. This form must be delivered with the correct fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. Please refer to the information pamphlet on 'Price Guide to Main Services' for the correct fee payable. If the fee is paid by cheque, the cheque should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.

Signature

- This form may be signed by the mortgagor (i.e. the company itself), the mortgagee or the person entitled to the charge in the following manner —
 - (a) When the form is delivered by the company as a mortgagor, the form should be signed by a director or company secretary of the company, or by a person authorized by the company for the purpose.
 - (b) If the mortgagee or the entitled person is a natural person, the form should be signed by the mortgagee or the entitled person personally, or by a person authorized by the mortgagee or the entitled person for the purpose.
 - (c) If the mortgagee or the entitled person is a body corporate, the form should be signed by a director or company secretary of the mortgagee or the entitled person, or by a person authorized by the mortgagee or the entitled person for the purpose.

A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Particulars of Mortgagee or Chargee (Section 2)

- 8. 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. If there has been a change of mortgagee or chargee, document evidencing the change in the mortgagee or chargee must be delivered with this form. If the mortgagee or chargee is a natural person, the evidence should be signed by the mortgagee or chargee or by his or her authorized representative. If the mortgagee or chargee is a body corporate, the evidence should be signed by its director, company secretary or authorized representative. This requirement does not apply in the case of the transfer or assignment of a mortgage or charge which has been effected pursuant to an Ordinance of the Laws of Hong Kong.

Description of the Instrument Creating or Evidencing the Charge (Section 3A)

10. The description of the instrument creating or evidencing the charge to be included in this Section should be the same as the description included in the form filed with the Registrar when this charge was first registered.

Description of the Instrument Evidencing the Discharge of the Charge (Section 3C)

- 11. This form must be delivered with a certified copy of any instrument for the purpose of evidencing the payment, satisfaction, release or cessation. A copy of an instrument is a certified copy if it is certified as a true copy by —
 - (a) the mortgagee or the person entitled to the charge; or
 - (b) in the case of
 - i) a mortgagee or entitled person who is a natural person, a person authorized by the mortgagee or entitled person for the purpose: or
 - ii) a mortgagee or entitled person that is a body corporate
 - (A) a person authorized by the mortgagee or entitled person for the purpose; or
 - (B) a director or company secretary of the mortgagee or entitled person.
- 12. Please note that only a <u>certified copy</u> of evidence of discharge is required to be delivered for registration. If the original evidence of discharge is mistakenly delivered to the Registrar instead of the certified copy, the Registrar will not be responsible for any damage to the original document that may result from the document image scanning process or for the safe return of the original document to the presentor.
- 13. If the language of the instrument evidencing the discharge is not in Chinese or English, the presentor is required to deliver, together with the instrument, a certified translation thereof in the language used in completing this form.



註

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

商業登記號碼

				Business Reg	gistration Number
註 Note					
	公司名稱 Com	nany Namo			
	公司石傳 00111	parry Harrie			
2	承按人或承押	記人資料 Particulars of I	Nortgagee or Cha	rgee	
	(如超過一名承按人或有	我押記人,請用續頁 A 填報 Use Con	tinuation Sheet A if more	than 1 Mortgagee or Charg	gee)
	承按人或承押記	【人的名稱 (法人團體) Nai	me of Mortgagee or	Chargee (Body Cor	porate)
	或 OR				
		!人的姓名 (自然人) Name	of Mortgagee or Cl	nargee (Natural Pers	son)
	中文姓名	(2,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1			
	Name in Chinese				
	英文姓名	姓氏			
	Name in English	Surname			
		名字 Other Names			
8	身分識別 Identifi	cation			
	(a) 香港身分證音	F		*	* * (*)
(須在 PI-NM3 頁 填報完整	Partial Numbe	<u>r</u> of Hong Kong Identity Card		T	T T (T)
身分識別號碼 Provide full	(D) ROSE THE	簽發國家/地區			
identification number in PI-	Passport .	Issuing Country / Region			
NM3 sheet)		<u>部分號碼</u> Partial Number			
		<u>r artar vamber</u>			
9	轉換承按人或利				
	Date of Change	of Mortgagee or Chargee	目 DD	月MM	年 YYYY
	E交人資料 Presen E名/名稱 Name:	tor's Reference	請勿填寫本	欄 For Official Use	
	S號 Code:				
地	址 Address:				
_	話 Tel: 郵 Email:	傳真 Fax:			

檔號 Reference:

表格 NM3

商業登記號碼
Business Registration Number

- 2 承按人或承押記人資料 Particulars of Mortgagee or Chargee (續上頁 cont'd)
- 10 承按人或承押記人地址 Address of Mortgagee or Chargee

		室/樓/座等 Flat / Floor / Block etc.					
		大廈 Building					
		街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.					
		區/市/省/州/郵遷區號等 District/City/Province/State/Postal Code etc.					
		國家/地區 Country/Region					
10		承按人或承押記人電郵地址 Email Add	ress of Mortgagee or Charge	е			
12	Charge under which Mortgagee or Chargee Entered into Possession of the Property						
		押記描述 Description of Charge		設立日 □	期 Date of	Creation	
				日 DD	月MM	年 YYYY	
				J			

4 行使財產管有權的日期 Date of Entering into Possession of Property

-	日 DD	月MM	年 YYYY

表格	NI	NA C	
Form	I	M3	Ì

冏亲盘記號嗨						
Business Registration Number						

5	承按人或承押記人行使管有權的財產的描述
	Description of Property Entered into Possession by the Mortgagee or Chargee
	(细定价不足,连用德可R 培鄉 Use Continuation Sheet R if the space is insufficient)

٨	巨松市	Landad	Property

房地產 Landed Property	
押記財產的簡要詳情 Short particulars of the property charged (請填賴財產的地址 Please state the address of the property)	
其他類別的押記財產 Other types of property charged (請賴閱證詳時 Please insert details as appropriate)	
其他類別的押記財產 Other types of property charged (請賴樂營辭特 Please insert details as appropriate)	
其他類別的押記財產 Other types of property charged (請填製適當詳格 Please insert details as appropriate)	
其他類別的押記財產 Other types of property charged (請填報適當詳榜 Please insert details as appropriate)	
其他類別的押記財產 Other types of property charged (詩城報灣當詳榜 Please insert details as appropriate)	
其他類別的押記財產 Other types of property charged (請填報選當詳榜 Please insert details as appropriate)	
其他類別的押記財產 Other types of property charged (詩氣賴邇當詳榜 Please insert details as appropriate)	

本補知書包括下列續頁 /PI-NM3頁 This Notice includes the following Continuation Sheet(s) /PI-NM3 Sheet(s)

續頁 Continuation Sheet(s)	A	В	PI-NM3 (不會供公眾查閱 <u>NOT</u> for Public Inspection		
頁數 Number of pages			頁數 Number of pages		

6	簽署	Signed

В.

姓名 Name : (董事/公司秘書/授權代表*)

本表格第2項所述的承按人/承押記人

(Director / Company Secretary / Authorized Representative *)

Mortgagee / Chargee named in Section 2 of this Form

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

續頁 A **Continuation Sheet A**

商業登記號碼

Business Registration Number

	承按人或承押記人	資料 (第2項)		L				
	Particulars of Mortg	agee or Chargee (Sect						
	<u>事按人或承押記人的</u>	名稱 (法人團體) Name	e of Mor	tgagee or C	hargee	(Body Co	rporate	9)
	或OR	. Left Are codes delts I \ a.e.						
	平按人以承押記人的 中文姓名 Name in Chinese	姓名 (自然人) Name o	тмонда	igee or Cha	rgee (N	laturai Per	son)	
	英文姓名 Name in English	姓氏 Surname						
	Ot	名字 her Names						
8	身分識別 Identification							
在 NM3 頁 V完整	(a) 香港身分證 <u>部分號</u> Partial Number of Ho	· 碼 ong Kong Identity Card				*	*	* (*
分識別號碼 vide full ntification nber in PI-	(b) 護照 Passport	簽發國家/地區 Issuing Country/Region	I					
13 sheet)		部分號碼 Partial Number						
9	轉換承按人或承押部 Date of Change of Mo			по		B 144		# \000/
				∃ DD		月MM		年 YYYY
10	承按人或承押記人均	b址 Address of Mortgag	ee or Ch	nargee				
	室/標/座等 Flat/Floor/Block etc.							
	大廈 Building							
	街道/屋苑/地段/村 Street/Estate/Lot/Village							
	區/市/省/州/郵遞 District/City/Province/ Postal Code etc.							
	國家/地區 Country / Region							
0	承按人或承押記人間	重郵地址 Email Address	of Morte	gagee or Cl	nargee			



續頁 B Continuation Sheet B

商業登記號碼 Business Registration Number

scription of Property Entered into Possession by the Mortgagee or Chargee (Section 5)						

PI-NM3

商業登記號碼					
Business Registration Number					

承按人或承押記人(自然人) - 受保護資料

Mortgagee or Chargee (Natural Person) - Protected Information



4

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。

(每一頁 PI-NM3 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-NM3 頁填報。

The <u>full number</u> of Hong Kong Identity Card or passport of the Mortgagee or Chargee should be reported on this page.

Each PI-NM3 sheet car		information of 1 natural person. If there is information for more than 1 nat tt(s).)	tural person,
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 Identific	ation		
(a) 香港身分證(5 Hong Kong Ider	<u>完整號碼)</u> ntity Card (<u>Full</u> Number)	()
(b) 護照 Passport	簽發國家/地區 Issuing Country/Region		
	完整號碼 <u>Full</u> Number		

(公司條例) (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。
- 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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立/註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

承按人或承押記人資料 (第2項)

8. (a) 請填報屬自然人的承按人或承押記人的香港身分證的 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

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-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。

每一頁 PI-NM3 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-NM3 頁填報。

- (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」,亦無須提交 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。
- 10.請申報承按人或承押記人的詳細地址,本處不接納「轉交」地址及郵政信箱號碼。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。
- 11. 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)

12. 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)

13. 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。

每一頁 PI-NM3 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-NM3 頁填報。

14. 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,請填報其所持護昭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.

Foo

5. This form must be delivered with the correct fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. Please refer to the information pamphlet on 'Price Guide to Main Services' for the correct fee payable. If the fee is paid by cheque, the cheque should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.

Signature

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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Particulars of Mortgagee or Chargee (Section 2)

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 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.

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 mortgagee or chargee separately on a PI-NM3 sheet. PI-NM3 sheet and the information reported therein are withheld from public inspection.
 - Each PI-NM3 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-NM3 sheet(s).
- (d) If the mortgagee or chargee 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-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.
- 10. Please provide the full address of the mortgagee or chargee. 'Care of addresses and post office box numbers are not acceptable. If the mortgagee or chargee is a body corporate, please provide the address of the registered or principal office.
- 11. 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)

12. 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)

- 13. 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.
 - Each PI-NM3 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-NM3 sheet(s).
- 14. 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 mortgagee or chargee.



承按人不再管有財產通知書 Notice of Mortgagee Going out of Possession of Property

表格 NM4

Form NIVI4

新報馆祭卷充

		В	usiness Re	gistration	Number
註 Note					
	公司名稱 Company Name				
	A 13 4 th Sompany Name				
2	承按人或承押記人的名稱 Name of Mortgag	ee or Chargee			
•	2.45~3.45~4.45~4.45~4.45~4.45~4.45~4.45~4	사사 위의 높기			
3	承按人或承押記人行使財產管有權所根據 Charge under which Mortgagee or Chargee E		sion of the	Proper	ty
	押記描述 Description of Charg			期 Date of	-
			□ DD	月MM	年 YYYY
				/1	T
	a				
4	A. 行使財產管有權的日期 Date of Entering into Possession of Prop	ertv			
			日 DD	月MM	年YYYY
	B. 不再管有財產的日期				
	Date of Going out of Possession of Prope	erty			
			日 DD	月MM	年 YYYY
_		青勿填寫本欄 For Off	icial Use		
	名/名稱 Name: 號 Code:				
	址 Address:				
_	話 Tel: 傅真 Fax:				
電	郵 Email:				

表格	NI	N/	A
Form	IN	M	4

商業登記號碼 Business Registration Number

5	承接人或承押記人不再管有的財產的描述 Description of Property in respect of which the Mortgagee or Chargee has Gone out of Possession (類整位不是・騎用網頁填報 Use Continuation Sheet if the space is insufficient)
A.	房地產 Landed Property
~	押記財產的簡要詳情 Short particulars of the property charged (請填棚財產的地址 Please state the address of the property)
В.	其他類別的押記財產 Other types of property charged (請填觀矯詳詩 Please insert details as appropriate)
	本通知書所包括的續頁數目 Number of Continuation Sheet(s) included in this Notice

5 簽署 Signed:

 姓名 Name :
 日期 Date :

 (董事/公司秘書/授權代表*)
 日DD / 月MM / 年YYYY

本表格第 2 項所述的承按人/承押記人 (Director/Company Secretary/Authorized Representative *)

Mortgagee / Chargee named in Section 2 of this Form

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



續頁	Continuation	Sheet
----	--------------	-------

商業登記號碼 Business Registration Number

escription	《押記人不 of Prope (Section	erty in re	spect of	which th	e Mortgage	e or	Chargee	has	Gone	out	of

(公司條例) (第 622章) 第 350(3) 條規定交付的

承按人不再管有財產通知書

填表須知 — 表格 NM4

附註

引言

- 如任何人以承按人身分,不再管有公司財產或註冊非香港公司已押記財產,該人須在不再管 有該財產或已押記財產後的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。此外,所選用的語文必須 與有關的表格 M3 或 NM3 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。

簽署

5. 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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字), 「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立/註冊的公司,商業登記號碼亦 已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

NOTICE OF MORTGAGEF GOING OUT OF POSSESSION OF PROPERTY

For the purposes of section 350(3) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NM4

Introduction

- If a person, as mortgagee goes out of possession of the property of a company, or the charged property of a
 registered non-Hong Kong company, the person must, within 7 days after going out of possession of the property
 or charged property, deliver a statement of that fact in this form to the Registrar of Companies (the Registrar) for
 registration.
- 2. Please fill in all particulars and complete all items consistently in either Chinese or English AND in the same language used in the related Form M3 or NM3. 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 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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.



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

表格 NM5

						商業登i Business Regist	
Note							
	1	公司	司名稱 Company Name				
			(有接管人/經理人獲委	任 Recei	ver / Manager ap	opointed)	
	2	委	任接管人或經理人 Appointment of Rec	eiver or	Manager		
	A.	委任	压方式 Mode of Appointment				
		請在	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				
			命今日期 Date of Order				
					□ DD	月 MM	年 YYYY
		П	根據任何文書委任 Appointment under an	Instrume		~	·
		ш	文書描述 Description of Instrument				
			A B III Ze Doosilption of motionion				
			設立日期 Date of Creation				
					日DD	月 MM	年 YYYY
							I
	В.	委任	任日期 Date of Appointment				
					Ħ DD	月MM	年 YYYY
			資料 Presentor's Reference 名稱 Name:	請勿填寫	「本欄 For Of	fficial Use	
		ロノ 號 Co					
	地址	此 Ad	ddress:				
	a ≥	話 Te	el: 傳真 Fax:				
		載 Ei	****				
			eference:				E16368

商業登記號碼 Business Registration Number

						<u> </u>			
	2 委	任接管	人或經理	人 Appointment o	of Receive	r or Manager (續上頁 o	ont'd)	
	C. 接	管人或經	理人的詳	情 Particulars of	Receiver or	Manager			
				型人・請用續頁 A 填報 し Please tick the relevant		n Sheet A if more than	1 receive	er/manager is app	pointed)
	身分 Capacity		17 Y JULIL - 10E	接管人 Receiver		理人 nnager		管人兼經理人 eceiver and Mana	ger
	類別 Status			□ 單獨 Sole	一 共 Joi		_ · ·	同及各別 int and Several	
	中文姓: Name in	名 Chinese							
	英文姓: Name in	名 English	姓氏 Surname						
			名字 Other Names						
0	地址 Ad	Idress							
	室/樓/ Flat/Floo	∕座等 or ∕Block etc							
	大廈 Building								
		遠苑/地段 state ∕ Lot ∕ \							
		City / Province	郵 遞區號等 ce/State/						
	國家/地 Country/								
D	電郵地: Email Ad								
2	身分識》	削 Identific	ation						
質在 I-NM5 真報完整 #分識別	E .		證部分號碼 nber of Hon	Kong Identity Card			*	* *	(*)
rovide i lentifica umber i M5 she	full (b) i ition in PI-	護照 Passport	ı	簽發國家/地區 ssuing Country/Region					
				部分號碼 Partial Number					_



3	該項委任所涉及的財 Description of the Pro (如空位不足,請用續頁B 填報	perty over v	which the App on Sheet B if the spa	pointment is Made					
Α.	房地產 Landed Propert 財產的簡要詳情 Short (請填報財產的地址 Please sta	particulars o							
3.	其他類別的財產 Other (請填報適當詳情 Please insent	Types of Pro	perty riate)						
本	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)								
彼	頁 Continuation Sheet(s)	Α	В	PI-NM5 (<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					
¥ i	Signed:								
生:4	Ż Name ∶			_ 日期 Date:					
	(董事/公	公司秘書/授 委任人	權代表*)	日DD / 月MM / 年YYYY					
	(Director / Company Secretary / Authorized Representative *)								

商業登記號碼 Business Registration Number

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

Appointor

指明編號 1/2023 (2023 年 12 月) Specification No. 1/2023 (December 2023)

續頁 A Continuation Sheet A

商業登記號碼 **Business Registration Number** 接管人或經理人的詳情 (第 2C 項) Particulars of Receiver or Manager (Section 2C) 請在適用的空格內加上 ✓ 號 Please tick the relevant box(es) 身分 接管人 經理人 接管人兼經理人 Capacity Receiver Manager Receiver and Manager 類別 單獨 共同 共同及各別 Status Sole Joint Joint and Several 中文件名 Name in Chinese 英文姓名 姓氏 Surname Name in English 名字 Other Names 10 地址 Address 室/樓/座等 Flat / Floor / Block etc. 大廈 Building 街道/屋苑/地段/村等 Street/Estate/Lot/Village etc. 區/市/省/州/郵遞區號等 District/City/Province/State/ Postal Code etc. 國家/地區 Country/Region 電郵地址 **Email Address** 12 身分識別 Identification (須存 (a) 香港身分證部分號碼 PI-NM5 ፱ Partial Number of Hong Kong Identity Card 填報完整 身分識別號碼 Provide full identification number in PI- Passp 簽發國家/地區



Issuing Country / Region

部分號碼 Partial Number

Passport

NM5 sheet)



續頁 B Continuation Sheet B

商業登記號碼

Business Registration Number



PI-NM5

商業登記號碼 Business Registration Number					
business Registration Number					

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 This page will not be shown on the public record

請於本頁申報接管人或經理人的香港身分證或護照的完整號碼。

(每一頁 PI-NM5 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-NM5 頁填報。

The <u>full number</u> of Hong Kong Identity Card or passport of the Receiver or Manager should be reported on this page.

Each PI-NM5 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-NM5 sheet(s).) 請在適用的空格內加上 ✓ 號 Please tick the relevant box 身分 經理人 接管人兼經理人 Capacity Receiver Manager Receiver and Manager 中文姓名 Name in Chinese 英文姓名 姓氏 Surname Name in English 名字 Other Names 4 身分識別 Identification (a) 香港身分證(完整號碼) 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

(文行委格 NM5 時,講將所有 PI-NM5 頁置於最後。 Please place all PI-NM5 sheets at the end when delivering the Form NM5.)



(公司條例) (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

- 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處長(「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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的 首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立/註 冊的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非 香港公司註冊證明書」上的編號。

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。
- 9. 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)

- 10. 請申報接管人或經理人的詳細地址,本處不接納「轉交」地址及郵政信箱號碼。
- 11. 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。

12. (a)請填報接管人或經理人的香港身分證的 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) 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-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 只可填報一名自然人的受保護資料。如超過一名自然人資料,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」,亦無須提交 PI-NM5 頁。

接管人或經理人的委任 - 受保護資料 (PI-NM5)

13. 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 只可填報一名自然人的受保護資料。如超過一名自然人資料,請 另加 PI-NM5 頁填報。

14. 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.
- 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.

Fee

5. This form must be delivered with the correct fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. Please refer to the information pamphlet on 'Price Guide to Main Services' for the correct fee payable. If the fee is paid by cheque, the cheque should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.

Signature

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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued 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 and post office box numbers are not acceptable.
- 11. 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.

12. (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 —

- 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

assport Number						
Partial Number						
ABCD12						
ABCD12						
ABCD123						
ABC1						
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 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 natural person. If there is information for more than 1 natural person, 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 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NW5 sheet(s).

14. 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.

Companies Registry

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

表格 NM6

商業登記號碼

			Business F	Registratio	n Numb
	公司名稱 Company Name				
2	停任接管人或經理人的姓名 Name of Receiv	er or Manager	Ceasing to	Act	
	中文姓名 Name in Chinese				
	英文姓名 姓氏 Name in English Surname				
	名字 Other Names				
3	× =				
	Date of Appointment as Receiver or Manager		日DD	月MM	年 YYY
4	上述人士已停任下列文書或法院命令所涵蓋	財產的接管	人或經理人	(
	The person named above ceased to act as reco				cover
	by the instrument/court order specified below	v			
	文書描述/法院案件編號	文書設立日期/法院命令日 Date of Creation of Instrument			
	Description of Instrument or Court Action Nun	Date of Court Order			
			☐ DD	 月MM	年 YY
5	停任日期			I	1
,	アロッ Date of Ceasing to Act				
	Date of Godeling to Act		日 DD	月MM	年YY
簽	署 Signed :				
姓	名 Name :	_日期 Date:			
	停任接管人或經理人的人士 Receiver or Manager ceasing to act		日DD / ,	月MM /	年 YYYY
		勿填寫本欄 For	Official Use	9	
	名/名稱 Name: 號 Code:				
	址 Address:				
	a. Address.				
_					
電	話 Tel: 傳真 Fax: 郵 Email: 除 Pafarance:				

《公司條例》(第 622章) 第 350(2) 條規定交付的

停仟接管人或經理人通知書

填表須知 — 表格 NM6

附註

引育

- 如任何人經法院命令或根據任何文書所載的權力獲委任為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,該人須在停任接管人或經理人的日期後的7日內,將關於停任一事的陳述,以本表格交付公司註冊處處長(「處長」)登記。
- 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 或 NM5 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。

答里

本表格必須由停任接管人或經理人的人士親自簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字), 「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立/註冊的公司,商業登記號碼亦已 用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

NOTICE OF CESSATION OF APPOINTMENT OF RECEIVER OR MANAGER

For the purposes of section 350(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NM6

Introduction

- A person appointed by a court order or under the powers contained in an instrument as the receiver or manager of
 the property of a company or the charged property of a registered non-Hong-Kong company must, within 7 days
 after the date of his / her ceasing to act as receiver or manager, deliver a statement of the cessation 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 <u>AND</u> in the same language
 used in the related Form M5 or NM5. 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 person who ceased to act as receiver or manager personally. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.



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

表格 NM7

商業登記號碼

				Bı	usiness Registration N
□ 公司:	名稱 Compa	ny Name		L	
	•				
		/管有財產的承按 ars of Receiver or Ma			e in Possession of Pr
	E公司註冊處	登記的詳情 y Registered with the	Companies	Registry	
		Please tick the relevant I	•	registry	
身分			om 1		- 1
		接管人或經		管有財產的承报 管有財產的承报	
Capac	· 人或承押記人	【】接管人或經 Receiver or M 、(法人團體) Mortga	anager	Mortgagee or Cha	argee in Possession of Pro
Capac 承按	· 人或承押記人	Receiver or M	anager	Mortgagee or Cha	argee in Possession of Pro
Capac 承按	人或承押記人 lame	Receiver or M	anager	Mortgagee or Cha	argee in Possession of Pro
Capac 承按/ 名稱 N	人或承押記人 lame	Receiver or M	anager	Mortgagee or Cha	argee in Possession of Pro
Capac 承按/ 名稱 N	人或承押記人 lame	Receiver or M	anager	Mortgagee or Cha	argee in Possession of Pro
Capac 承按/ 名稱 N	人或承押記人 lame	Receiver or M	anager	Mortgagee or Cha	argee in Possession of Pro
Capac 承按/ 名稱 N	人或承押記人 lame	Receiver or M	anager	Mortgagee or Cha	argee in Possession of Pro
Capac 承按/ 名稱 N	人或承押記人 lame	Receiver or M	anager	Mortgagee or Cha	argee in Possession of Pro
Capac 承按/ 名稱 N 或 OR	· 人或承押記人 lame	Receiver or M	anager gee or Char	Mortgagee or Cha	rgee in Possession of Pro
Capac 承按/ 名解 N 或 OR	人或承押記人 lame	Receiver or M	anager gee or Char	Mortgagee or Cha	rgee in Possession of Pro
Capac 承按/ 名稱 N 或 OR	人或承押記人 lame Presentor's 解 Name:	Receiver or M	anager gee or Char	Mortgagee or Cha	rgee in Possession of Pro

傳真 Fax:

電話 Tel:

電郵 Email: 檔號 Reference:

表格 NM7 Form NM7		商業登記號碼 Business Registration Number
2 接管人或經理人。	∕ 管有財產的承按人或承押記人詳情更改 ﹝編	(上百)
	irs of Receiver or Manager / Mortgagee or Charge	
A. 現時在公司註冊處 Particulars Currently	登記的詳情 (統上頁) ^I Registered with the Companies Registry (cont ⁱ d)	
	按人或承押記人(自然人) 'Mortgagee or Chargee (Natural Person)	
英文姓名 Name in English 🦼	姓氏 Surname	
Othe	名字 r 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	護照部分號碼 <u>Partial Number</u> of Passport
B. 更改詳情 Details of <i>讀只填着有更改的項目</i>	Change(s) Please complete item(s) with change(s) only	
	是人的名稱(法人團體) ee or Chargee (Body Corporate)	生效日期 Effective Date
or.morigag	50 tr 5	
		日DD 月MM 年YYYY
	/承按人或承押配人的中文姓名(自然人) of Receiver or Manager ∕ Mortgagee or Chargee (Natural	Person)
		日DD 月MM 年YYYY
	./承按人或承押記人的英文姓名(自然人) of Receiver or Manager/Mortgagee or Chargee (Natural I	Person)
	姓氏 Surname	日 DD 月 MM 年 YYYY



名字 Other Names

商業登記號碼 Business Registration Number

-		人或經理人/管有財產的								
	更i	ge in Particulars of Receiver 改詳情 Details of Change(s)。 只填穀有更改的項目 Please com	(續上頁)			in Pos	sessioi	1 or Prop	erty (d	cont'd)
9		地址 Address	prete item(s) with change	(co	it u)				生效日期 fective D	
		室/樓/座等 Flat/Floor/Block, etc.						HDD	BM	Arr 1000/
		大廈 Building						H DD	月MM	年 YYYY
		街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.								
		區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.								
		國家/地區 Country / Region								
10	(e)	電郵地址 Email Address								
•	(f)	香港身分證部分號碼	Γ		_		_	目 DD	月MM	年 YYYY
① 在 VM7 頁	(1)	Partial Number of Hong Kong Identity Card		*	*	* (*)	Ħ DD	Вмм	年 YYYY
役完整 }識別號碼 vide full	(g)	護照 Passport							/3	
ntification nber in VM7 sheet)										
		簽發國	家/地區 Issuing Country	Region				日 DD	月MM	年 YYYY
		<u> </u>	部分號碼 Partial Number	e <u>r</u>						
	(h)	請在適用的空格内加上 ✓ 號 Pleas 類別 単獨 Status Sole	e tick the relevant box 出版 出版 Joint		卡同及 á loint and	各別 I Severa	I		H	
Th	is no	警包括一頁PI-NM7頁(PI-NM7 tice includes one page of PI-NM' 的空格內加上 ✓ 號 Please tick the ri	7 Sheet (PI-NM7 Sheet	is <u>NOT</u> for	Public	Inspect	ion)	目 DD 是 Yes	_	年YYYY 否 No
5 簽	署 Si	gned :								
姓名	名 Na	ame :		日期 □	Date : _	日	DD /	月 MM /	年YY	YY

(Director / Company Secretary / Authorized Representative *)
Person or Company named in Section 2 of this Form
* 講註明以何種身分簽署 Please indicate in which capacity you are signing this form

PI-NM7

尚来宝此歌嗨						
Business Registration Number						

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			或經理人 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			
1 3	身分識別 Identific	ation			
	(a) 香港身分證(5 Hong Kong Ider		Number)		()
	(b) 護照 Passport		發國家/地區 ountry/Region		
			完整號碼 <u>Full</u> Number		

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



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

(公司條例) (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接人的詳情通知書

填表須知 — 表格 NM7

附註

引言

- 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)已交付公司註冊處處長(「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/NM5或表格 M3/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。

署等

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。公司計冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立/註冊的公司,商業登記號碼亦上用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

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:

香港身分證辦碼

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

NSC 3/1/ 3/28		
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*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 項)

- 8. 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。
- 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」地址及郵政信 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。
- 11. (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 *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 *那分號碼*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 7。
 - (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管更改(自然人) - 受保護資料(PI-NM7)

- 12. 在 PI-MN7 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,不會供公眾香閱。
- 13. 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 or manager or the 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 ANQ 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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" 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 number 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 receiver, manager, mortgagee or chargee who is a natural person has previously registered the partial number of his or her full Hong Kong Identity Card or passport with the Companies Registry according to the description 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.

Details of Change(s) (Section 2B)

- 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 and 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.
- 10. 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.
- 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 receiver, manager, mortgagee or chargee. Please refer to Note 7 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 'Nii' 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.
- 13. 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.



押記詳情的陳述

(屬一個債權證系列的組成部分的債權證) Statement of Particulars of Charge

(For Debenture Forming Part of a Series)

表格 NM8

商業登記號碼 Business Registration Number 計 Note 公司名稱 Company Name 2 A. 提述載有該項指明押記的文書的簽立日期 Date of Execution of the Instrument by Reference to which a Specified Charge is Given H DD **F** MM 年 YYYY 或OR B. 簽立有關債權證系列的首份債權證以設立指明押記的日期 Date of Execution of the First Debenture of the Series Creating a Specified Charge **H** DD **H** MM 年 YYYY 債權證持有人的受託人(如有的話) 的姓名或名稱 Names of Trustees, if any, for the Debenture Holders 有關債權證應支付的佣金、津貼或折扣 Commission, Allowance or Discount Payable in Relation to the Debenture A. 款額 Amount 或OR B. 百分率 Percentage 提交人資料 Presentor's Reference 請勿填寫本欄 For Official Use 姓名/名稱 Name: 地址 Address:

傳直 Fax:

電話 Tel:

電郵 Email: 檔號 Reference:



5 隨本表格交付的文書類別

Type of Instrument Delivered with this Form 請在適用的空格內加上 ✓ 號 Please tick the relevant box

債權證系列的任何一份債權證的經核證副本 A certified copy of any one debenture of the series

NM8	商業登記號碼 Business Registration Number
本表格交付的文書類別 e of Instrument Delivered with this Form 適用的生格内加上く號 Please tick the relevant box	
提述載有該項指明押記的文書的經核證副本 A certified copy of the Instrument by reference to which t	the specified charge is given
<u>或OR</u>	

簽署 Signed :			
姓名 Name :	公司/承按人/承押記人* (董事/公司秘書/授權代表*)	日期 Date:_	日DD / 月MM / 年YYYY
	Company / Mortgagee / Chargee *		

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

(Director / Company Secretary / Authorized Representative *)

《公司條例》 (第 622 章) 第 335(2)、336(2) 及 340(3) 條規定交付的

押記詳情的陳述 (屬一個債權證系列的組成部分的債權證)

填表須知 — 表格 NM8

附註

引言

- 1. 根據《公司條例》第335(2)、336(2)及340(3)條,本地公司或註冊非香港公司必須將有關屬 一個債權證系列的組成部分的債權證押記詳情的陳述,以本表格連同有關的指明的文書的經 核證副本,交付公司註冊處處長(「處長」) 登記。本表格適用於以下情況一
 - (a) 本地公司設立的指明押記-第335(2)條
 - (i) 如公司設立了一項指明押記,而該項押記是藉在屬一個債權證系列的組成部分的 債權證提述任何其他載有該項押記的文書而由該債權證給予的(不論該債權證是 否亦載有該項押記),而每名該債權證系列的債權證的持有人,均對該項押記的詳 益享有同等權利,公司須在指明的登記期內,以本表格將關於該項押記的詳情的 陳述,連同載有該項押記的文書(指明文書)的經核證副本,交付處長登記。指明 的登記期為簽立該文書後的一個月。如有關指明押記是在香港以外設立,並且包 合在香港以外的財產,則登記期是有關指明文書的經核證副本(如付出應有努力 發送)可在經下常的郵號程序於香港接德的日期後的一個月。
 - (ii) 如公司設立了一項指明押記,而該項押記是載於屬一個債權證系列的組成部分的 債權證,但不是藉在該債權證提述任何其他文書而由該債權證統予的,而每名該 債權證系列的債權證的持有人,均對該項押記的權益享有同等權利,公司須在指 明的登記期內,以本表格將關於該項押記的詳情的陳述,建同有關債權證系列的 任何一份債權證(指明文書)的經核證副本,交付處長登記。指明的登記期為簽立 有關債權證系列的首份債權證後的一個月。如有關指明押記是在香港以外設立, 並且包含在香港以外的財產,則登記期是有關指明文書的經核證副本(如付出應 有努力發送)可在經下常的郵遞程序於香港接獲的日期後的一個月。
 - (b) 註冊非香港公司就其在香港境內的財產設立的指明押記-第336(2)條
 - (i) 如註冊非香港公司就其在香港境內的財產設立了一項指明押記,而該項押記是藉在屬一個債權證系列的組成部分的債權證提述任何其他載有該項押記的文書而由該債權證給予的(不論該債權證是否亦載有該項押記),而每名該債權證系列的債權證的持有人,均對該項押記的權益享有同等權利,註冊非香港公司須在簽立該文書後的一個月內,以本表格將關於該項押記的詳情的陳述,連同載有該項押記的文書的經核證副本,交付處長登記。
 - (ii) 如註冊非香港公司就其在香港境內的財產設立了一項指明押記,而該項押記是載於屬一個債權證系列的組成部分的債權證,但不是藉在該債權證提述任何其他文書而由該債權證給予的,而每名該債權證系列的債權證的持有人,均對該項押記的權益享有同等權利,註冊非香港公司須在簽立有關債權證系列的首份債權證後的一個月內,以本表格將關於該項押記的詳情的陳述,連同有關債權證系列的任何一份債權證的經核證副本,交付處長登記。
 - (c) 註冊非香港公司在註冊日期前就其在香港境內的財產已設立的押記-第340(3)條

在註冊非香港公司根據《公司條例》第16 部註冊的日期,如該公司有在香港境內的受該公司設立的押記規限的財產,或受在取得該財產時已存在的押記規限的財產,而該項押記所屬的種類,是假使已是在該公司根據第16部註冊後才由該公司設立,或該公司是在該項註冊後才取得該財產,則該公司便須按《公司條例》第336(1)或339(3)條的規定將關於該項押記的詳情的陳述交付登記者一

- (i) 如該項押記是藉在屬一個債權證系列的組成部分的債權證提述任何其他載有該項押記的文書而由該債權證給予的(不論該債權證是否亦載有該項押記),而每名該債權證系列的債權證的持有人,均對該項押記的權益享有同等權利,該註冊非香港公司須在其根據第16部註冊的日期後的一個月內,以本表格將關於該押記的許情的陳述,連同載有該項押記的文書的經核證副本,交付處長登記。
- (ii) 如該項押記是載於屬一個債權證系列的組成部分的債權證,但不是藉在該債權證 提述任何其他文書而由該債權證給予的,而每名該債權證系列的債權證的持有人, 均對該項押記的權益享有同等權利,該註冊非香港公司須在其根據第16部註冊的 日期後的一個月內,以本表格將關於該項押記的詳情的陳述,連同有關債權證系 列的任何一份債權證的經核證副本,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。

費用

5. 本表格必須連同正確的費用一併交付,否則公司註冊處不會接納。有關所需費用的詳情,請 參閱《主要服務收費表》資料小冊子。如以港幣劃線支票繳付費用,抬頭請註明「公司註冊 處」。請勿郵寄現金。

答署

- 6. 本表格可由按揭人(即有關公司)、承按人或擁有該項押記的權益的人簽署一
 - (a) 如本表格是由有關公司以按揭人身分交付,本表格必須由其董事或公司秘書,或為此目的獲授權的人簽署。
 - (b) 如承按人或擁有該項押記的權益的人是自然人,本表格必須由承按人或擁有該項押記的權益的人親自簽署,或由其爲此目的授權的人簽署。
 - (c)如承按人或擁有該項押記的權益的人是法人團體,本表格必須由承按人或擁有該項押記的權益的人的董事或公司秘書,或獲承按人或擁有該項押記的權益的人爲此目的授權的人簽署。

公司註冊處不接納未簽妥的表格。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字), 「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立/註冊的公司,商業登記號碼亦 已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

有關債權證應支付的佣金、津貼或折扣 (第4項)

- 如公司或註冊非香港公司直接或間接支付或提供任何佣金、津貼或折扣予任何人,作為該人 作出以下事情的代價—
 - (a)無條件或有條件地認購該公司或註冊非香港公司的任何債權證,或同意如此認購該等債權證;或
 - (b) 促致或同意促致無條件或有條件地認購該公司或註冊非香港公司的任何債權證;

公司或註冊非香港公司須將有關佣金、津貼或折扣的詳情的陳述,以本表格交付處長登記。

STATEMENT OF PARTICULARS OF CHARGE (FOR DEBENTURE FORMING PART OF A SERIES)

For the purposes of sections 335(2), 336(2) and 340(3) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NM8

Introduction

- 1. According to sections 335(2), 336(2) and 340(3) of the Companies Ordinance, a local company or a registered non-Hong Kong company must deliver to the Registrar of Companies (the Registrar) for registration a statement of particulars of charge which is given in a debenture forming part of a series by reference to any other instrument containing the charge or is contained in a debenture forming part of a series, together with a certified copy of the specified instrument. This form is applicable to the following situations
 - (a) Specified charge created by local companies Section 335(2)
 - (i) Where a specified charge created by a company is given in a debenture forming part of a series by reference to any other instrument containing the charge (whether or not also contained in the debenture) and every holder of the debentures of the series is entitled equally to the benefit of the charge, the company must deliver a statement of the particulars of the charge in this form, together with a certified copy of the instrument by reference to which the specified charge is given (specified instrument), to the Registrar for registration within the specified registration period. The specified registration period is one month after the execution of the specified instrument. Where the specified charge is created outside Hong Kong and comprising property situate outside Hong Kong, the registration period is one month after the date on which a certified copy of the specified instrument could, if despatched with due diligence, have been received in Hong Kong in due course of post.
 - (ii) Where a specified charge created by a company is contained in a debenture forming part of a series (but not given in the debenture by reference to any other instrument) and every holder of the debentures of the series is entitled equally to the benefit of the charge, the company must deliver a statement of the particulars of the charge in this form, together with a certified copy of any one debenture of the series (specified instrument), to the Registrar for registration within the specified registration period. The specified registration period is one month after the execution of the first debenture of the series. Where the specified charge is created outside Hong Kong and comprising property situate outside Hong Kong, the registration period is one month after the date on which a certified copy of the specified instrument could, if despatched with due diligence, have been received in Hong Kong in due course of post.
 - (b) Specified charge created by registered non-Hong Kong companies Section 336(2)
 - (i) Where a specified charge created by a registered non-Hong Kong company on property in Hong Kong of the company is given in a debenture forming part of a series by reference to any other instrument containing the charge (whether or not also contained in the debenture) and every holder of the debentures of the series is entitled equally to the benefit of the charge, the registered non-Hong Kong company must deliver a statement of the particulars of the charge in this form, together with a certified copy of the instrument by reference to which the specified charge is given, to the Registrar for registration within one month after the execution of the instrument by reference to which the specified charge is given.
 - (ii) Where a specified charge created by a registered non-Hong Kong company is contained in a debenture forming part of a series (but not given in the debenture by reference to any other instrument) and every holder of the debentures of the series is entitled equally to the benefit of the charge, the registered non-Hong Kong company must deliver a statement of the particulars of the charge in this form, together with a certified copy of any one debenture of the series, to the Registrar for registration within one month after the execution of the first debenture of the series.

(c) Charge existing on property on date of registration of a registered non-Hong Kong company

— Section 340(3)

If a registered non-Hong Kong company has, on the date of its registration under Part 16 of the Companies Ordinance (the Ordinance), property in Hong Kong subject to a charge created by the company or a charge that subsisted when the property was acquired; and the charge is of a kind that a statement of its particulars would have been required by section 336(1) or 339(3) of the Ordinance to be delivered for registration had the charge been created by the company or had the property been acquired by the company after the company has been registered under Part 16 of the Ordinance; and

- (i) the charge created by a company is given in a debenture forming part of a series by reference to any other instrument containing the charge (whether or not also contained in the debenture); and every holder of the debentures of the series is entitle equally to the benefit of the charge, the registered non-Hong Kong company must deliver a statement of the particulars of the charge in this form, together with a certified copy of the instrument by reference to which the specified charge is given to the Registrar for registration within one month after the date on which the registered non-Hong Kong company is registered under Part 16 of the Ordinance.
- (ii) the charge is contained in a debenture forming part of a series (but not given in the debenture by reference to any other instrument); and every holder of the debentures of the series is entitled equally to the benefit of the charge, the registered non-Hong Kong company must deliver a statement of the particulars of the charge in this form, together with a certified copy of any one debenture of the series to the Registrar for registration within one month after the date on which the registered non-Hong Kong company is registered under Part 16 of the Ordinance.
- 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 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

- This form may be signed by the mortgagor (i.e. the company itself), the mortgagee or the person interested in the charge in the following manner —
 - (a) When the form is delivered by the company as a mortgagor, the form should be signed by a director or company secretary of the company, or by a person authorized by the company for the purpose.
 - (b) If the mortgagee or the interested person is a natural person, the form should be signed by the mortgagee or the interested person personally, or by a person authorized by the mortgagee or the interested person for the purpose.
 - (c) If the mortgagee or the interested person is a body corporate, the form should be signed by a director or company secretary of the mortgagee or the interested person, or by a person authorized by the mortgagee or the interested person for the purpose.

A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated/registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Commission, Allowance or Discount Pavable in Relation to the Debenture (Section 4)

- 8. If any commission, allowance or discount has been paid or made, directly or indirectly, by a company or registered non-Hong Kong company to any person in consideration of the person
 - (a) subscribing or agreeing to subscribe, absolutely or conditionally, for any debenture of the company or registered non-Hong Kong company; or
 - (b) procuring or agreeing to procure absolute or conditional subscriptions for any debenture of the company or registered non-Hong Kong company,

the company or registered non-Hong Kong company must deliver a statement of the particulars of the commission, allowance or discount in this form to the Registrar for registration.



債權證系列的發行詳情的陳述 Statement of Particulars of

Issue of Debentures of a Series

表格 Form NM9

商業登記號碼

					Business R	egistratio	n Number
註 Note							
EE NOTE		公司名稱 C	ompany Name				
	•	Z - 17-1149 0	ompany Name				
							1
	2	是次發行債					
		Date of the	Present Issue		日 DD	月MM	年 YYYY
					поо	/3	4
	3	是次發行信	權證的款額				
			he Present Issue				
5	簽署	Signed:					
	姓:	Ż Name :		日期 Date:			
	AL		公司/承按人/承押記人*		日 DD /)	月 MM / 每	E YYYY
			(董事/公司秘書/授權代表*)				
			Company Mortgagee Chargee *				
			(Director / Company Secretary / Authorized Representative *)				
			Authorized Representative)				
	*請/	删去不適用者 Del	ete whichever does not apply				
3			entor's Reference	請勿填寫本欄 For	Official Use		
		名/名稱 Name 小 Address:	9:				
	NG 1	r Address.					
	電	盾 Tel:	傳真 Fax:				
		≖ Email:					
	-146-1	Doforonco:		1			

(公司條例) (第 622 章) 第 341(2) 條規定交付的

債權證系列的發行詳情的陳述

填表須知 — 表格 NM9

附註

引言

1. 如一

- (a) 有屬一個債權證系列的組成部分的債權證,當中一
 - (i) 載有公司或註冊非香港公司設立的押記;或
 - (iii) 藉提述任何其他載有公司或註冊非香港公司設立的押記的文書,而給予該項 细記:
- (b) 每名該債權證系列的債權證的持有人,均對該項押記的權益享有同等權利;及
- (c) 關於該項押記的詳情的陳述,須根據《公司條例》第335(2)、336(2)或340(3)條 交付登記,

公司或註冊非香港公司須在發行日期後的一個月內,將關於上述債權證系列的每次發行的詳情的陳述,以本表格交付公司註冊處處長(「處長」)登記。

- 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被公司註冊 處接納。
- 3. 請提供提交人資料。除非有特別事項需要公司註冊處注意,否則無須另加附函。
- 4. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」,或親身到上 址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話,則該表格不會視作曾為 遵從《公司條例》中有關條文的規定而交付處長。

簽署

- 5. 本表格可由按揭入(即有關公司)、承按人或擁有該項押記的權益的人簽署一
 - (a) 如本表格是由有關公司以按揭人身分交付,本表格必須由其董事或公司秘書,或為 此日的獲授權的人簽署。
 - (b) 如承按人或擁有該項押記的權益的人是自然人,本表格必須由承按人或擁有該項押記的權益的人親自簽署,或由其爲此目的授權的人簽署。
 - (c) 如承按人或擁有該項押記的權益的人是法人團體,本表格必須由承按人或擁有該項押記的權益的人的董事或公司秘書,或獲承按人或擁有該項押記的權益的人爲此目的授權的人簽署。

公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「一」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立/註冊的公司,商業登記號碼亦已用作公司註冊應所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

STATEMENT OF PARTICULARS OF ISSUE OF DEBENTURES OF A SERIES

For the purposes of section 341(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NM9

Introduction

1. lf –

- (a) a debenture forming part of a series
 - (i) contains a charge created by a company or registered non-Hong Kong company; or
 - gives a charge created by a company or registered non-Hong Kong company, by reference to any other instrument containing the charge;
- (b) every holder of the debentures of the series is entitled equally to the benefit of the charge;
- (c) a statement of the particulars of the charge is required to be delivered for registration under section 335(2), 336(2) or 340(3) of the Companies Ordinance.

the company or registered non-Hong Kong company must deliver a statement of the particulars of every issue of the debentures of the series in this form to the Registrar of Companies (the Registrar) for registration within one month after the date of the issue.

- 2. 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 may be signed by the mortgagor (i.e. the company itself), the mortgagee or the person interested in the charge in the following manner —
 - (a) When the form is delivered by the company as a mortgagor, the form should be signed by a director or company secretary of the company, or by a person authorized by the company for the purpose.
 - (b) If the mortgagee or the interested person is a natural person, the form should be signed by the mortgagee or the interested person personally, or by a person authorized by the mortgagee or the interested person for the purpose.
 - (c) If the mortgagee or the interested person is a body corporate, the form should be signed by a director or company secretary of the mortgagee or the interested person, or by a person authorized by the mortgagee or the interested person for the purpose.

A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.



擔保有限公司成員人數增加通知書 Notice of Increase in Number of Members of **Company Limited by Guarantee**

表格 NMEM1

商業登記號碼

				Business Registra	ation Number
1	公司名稱 Company Name		<u> </u>		
2	成員人數增加的詳情 Details of Increase in I	Number o	f Members	;	
	上述公司的成員人數已增加如下一				
	This company has increased the number of its me	mbers as f	ollows —		
	增加前的註冊成員人數 Registered number of members before the increas	se			
	成員人數增加至				
	Number of members increased to				
2					1
3	公司議決增加成員人數的日期/ 公司成員人數增加的日期				
	Date when the Increase is Resolved by the Company or Takes Place		Ħ DD	月MM	年 YYYY
	Signed:				
姓:	名 Name :		日期 Date:_		
*::		лешту		日DD / 月MM	/ 年YYYY
調	删去不適用者 Delete whichever does not apply				
	交人資料 Presentor's Reference	請勿填	寫本欄 For	Official Use	
	名/名稱 Name: 址 Address:				
_	話 Tel: 傳真 Fax: 郵 Email :				
_	Reference:				

《公司條例》(第 622 章) 第 114(1)條規定交付的

擔保有限公司成員人數增加通知書

填表須知 — 表格 NMEM1

附註

引言

- 1. 擔保有限公司如將其成員人數增加至超越註冊人數,須在該公司議決增加成員人數或成員人數增加後的15日內(兩個日期中以較早者為準),將關於成員人數增加的通知,以本表格交付公司註冊處處長(「處長」)登記。
- 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被 公司註冊處接納。
- 3. 請提供提交人資料。除非有特別事項需要公司註冊處注意,否則無須另加附函。
- 4. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」,或 親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話,則該 表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

簽署

5. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

費用

7. 本表格必須連同正確的費用一併交付,否則公司註冊處不會接納。有關所需費用的詳情,請參閱《主要服務收費表》資料小冊子。如以港幣劃線支票繳付費用,抬頭請註明「公司註冊處」。請勿郵寄現金。

NOTICE OF INCREASE IN NUMBER OF MEMBERS OF

For the purposes of section 114(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NMEM1

Introduction

- If a company limited by guarantee increases the number of its members beyond the registered number, the company must, within 15 days after the increase is resolved by the company or takes place (whichever is the earlier), deliver to the Registrar of Companies (the Registrar) for registration a notice of the increase in this form.
- 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 a director or the company secretary. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.

Fee

7. This form must be delivered with the correct fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. Please refer to the information pamphlet on 'Price Guide to Main Services' for the correct fee payable. If the fee is paid by cheque, the cheque should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.



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

Companies Registry 衣格 NN1

註 Note 公司名稱 Company Name 成立所在地 Place of Incorporation 3 在香港的主要營業地點 Principal Place of Business in Hong Kong (a) 在香港設立營業地點的日期 Date of Establishment of the Place of Business in Hong Kong H DD **F** MM 年 YYYY (b) 在香港的主要營業地點的地址 Address of the Principal Place of Business in Hong Kong (本處不接納「轉交」地址及郵政信箱號碼 'Care of' addresses and post office box numbers are not acceptable) 室/樓/座等 Flat / Floor / Block etc. 大廈 Building 街道/屋苑/地段/村等 Street/Estate/Lot/Village etc. E District 地區 香港/HONG KONG Region 4 提交人資料 Presentor's Reference 請勿填寫本欄 For Official Use 中文姓名/名稱 Name in Chinese 英文姓名/名稱 Name in English 地址 Address 電話 Tel 傳真 Fax 電郵 Email 檔號 Reference

9	3	在香港的主要營業地點 Principal Pl	在香港的主要營業地點 Principal Place of Business in Hong Kong (續上頁contd)			
		(c) 電郵地址 Email Address				
		(d) 香港聯絡電話號碼 Hong Kong Contact Telephone Number	+852			
	4	在成立所在地的辦事處 Offices in the	he Place of Incorporation			
		(a) 在成立所在地的註冊辦事處 (或等同) Address of the Registered Office (or its e (本應不接納「轉交」地址 'Care of addresses an	quivalent) in the place of incorporation			
		室 /樓/座等 Flat/Floor/Block etc.				
		大廈 Building				
		街道/屋苑/地段/村等 Street / Estate / Lot / Village etc.				
		區/市/省/州/郵豐區號等 District / City / Province / State / Postal Code etc.				
		國家/地區 Country/Region				
		(b) 在成立所在地的主要營業地點(如有自 Address of the Principal Place of Busine: (本應子接對「轉文」地址 'Care of addresses ar	ss (if any) in the place of Incorporation			
		室/樓/座等 Flat/Floor/Block etc.				
		大廈 Building				
		街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.				
		區/市/省/州/郵贈區號等 District / City / Province / State / Postal Code etc.				
		國家/地區 Country/Region				
9		(c) 電郵地址 Email Address				



■ 5 在香港的獲授權代表 Authorized Representative in Hong Kong

A. 獲授權代表(自然人) Authorized Representative (Natural Person)
(知超過一名幾時權代表編自然人,請用練買A 填報 Use Continuation Sheet A if more than 1 authorized representative is a natural person)

	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 (本處不接納「轉交」地址及郵政信箱		and post office box numb	bers are not acceptable	
	室/樓/座等 Flat/Floor/Block etc.				
	大廈 Building				
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.				
	District				
	地區 Region	香港/HON	IG KONG		
0	電郵地址 Email Address				
12 (須在 PI-NN1 頁 填報完整	身分識別 Identification (a) 香港身分證 <u>部分號碼</u> <u>Partial Number</u> of Hong Kong Io	dentity Card		* *	* (*)
身分識別號碼 Provide full identification number in	(b) 護照 簽發國家 Passport Issuing Country				
PI-NN1 sheet)		I Number			
	委任日期 Date of Appointmen	t			
			∃ DD	月MM	年 YYYY



10	5	在香港的獲授權代表 A	authorized Representative	in Hong Kong	(續上頁 cont'd)	
	В.		authorized Representative (Of 請用續頁B 填報 Use Continuation Shee			s not a natural
		請在適用的空格內加上 ✓ 號 Please tick the relevant box	律節行或律節法團 A firm of solicitors or a solicitor corporation		將所或執業法團 or a corporate pr	actice
		中文名稱 Name in Chinese				
		英文名稱 Name in English				
1 3		香港地址 Hong Kong Addre (本處不接納「轉交」地址及郵政信息	iss 結號碼 'Care of' addresses and post o	ffice box numbers are	not acceptable)	
		室/樓/座等 Flat/Floor/Block etc.				
		大廈 Building				
		街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.				
		E District				
		地區 Region	香港/HONG KO	NG		
0		電郵地址 Email Address				
		委任日期 Date of Appointme	ent	Ħ DD	月MM	年 YYYY

6 公司秘書 Company Secretary

A. 公司秘書(自然人) Company Secretary (Natural Person)

(如超過一名公司秘書屬自然人,請用續頁 C 填報 Use Continuation Sheet C if more than 1 company secretary is a natural person)

14	中文姓名 Name in Chinese				
	英文姓名 姓氏 Name in English Surname				
	名字 Other Names				
	前用姓名 Previous Names			***	
	別名 Alias	中文 Chinese		英文 English	
15	通訊地址 Correspondence A (本處不接納郵政信箱號碼 Post offic		table)	英文 English	
	室/樓/座等 Flat/Floor/Block etc.				
	大廈 Building				
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.				
	區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.				
	國家/地區 Country/Region				
1 6	電郵地址 Email Address				
①	身分識別 Identification				
(須在 PI-NN1 頁 填報完整	(a) 香港身分證 <u>部分號碼</u> Partial Number of Hong Kong	Identity Card		* *	* (*)
身分識別號碼 Provide full identification number in	(b) 護照 簽發國 Passport Issuing Coun	家/地區 try/Region			
PI-NN1 sheet)	<u>Part</u>	部分號碼 ial Number			
	委任日期 Date of Appointme	nt			
			日 DD	月MM	年 YYYY



6 公司秘書 Company Secretary

18	В.	公司秘書(法人團體) Com (如超過一名公司秘書屬法人團體,請				npany secretary is	a body corporate)
		中文名稱 Name in Chinese					
		英文名稱 Name in English					
19		地址 Address (本處不接納「轉交」地址 'Care of'	addresses are not a	cceptable)			
		室/樓/座等 Flat/Floor/Block etc.					
		大廈 Building					
		街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.					
		區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.					
		國家/地區 Country/Region					
16		電郵地址 Email Address					
20		商業登記號碼 Business Reg (只適用於在香港註冊的法人團體 Or			ed in Hong Kong)		
		委任日期 Date of Appointmen	ıt		Ħ DD	月MM	Æ YYYY



7 董事 Director

A. 董事(自然人) Director (Natural Person)

(如超過兩名董事驅自然人,請用讀質 E 填報 Use Continuation Sheet E 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)

21 1	身分		董事		候補董事	代替	Alternate to	
	Capacity		Director		Alternate Director			
14	中文姓名							
•	Name in Chinese							
	英文姓名 姓氏	:						
	Name in English Surname	е						
		.=						
	名字 Other Name:							
	One Name.	<u>'</u> لــــــا'						
	前用姓名							
	Previous Names							
			中文 Chine	se			英文 English	
	別名							
	Alias							
			中文 Chine	ise			英文 English	
22	通訊地址 Correspondence A							
須在	(本處不接納郵政信箱號碼 Post Office	ce box r	numbers are	not acc	eptable)			
PI-NN1 頁	室/樓/座等							
真報董事 通常住址	Flat / Floor / Block etc.							
Provide		=						
lirector's usual esidential	大廈							
iddress in	Building							
PI-NN1 sheet)	街道/屋苑/地段/村等							
	Street / Estate / Lot / Village etc.							
	THE CHAIN CASE A 111 AND THE RESERVE	=						
	區/市/省/州/郵遞區號等 District/City/Province/							
	State / Postal Code etc.							
	國家/地區							
	Country / Region							
		=						
1 6	電郵地址							
	Email Address							
①	身分識別 Identification							
須在	(a) 香港身分證部分號碼							
^{演任} PI-NN1 頁	Partial Number of Hong Kong	Identity	Card				* *	· * (*)
真報完整	(L) into that		- /bl. mr					
身分識別號碼 Provide full			火地區 / Region					
dentification number in	soport issuing	_ oua y	, . togio.i					
PI-NN1 sheet)			万號碼					
		Partia	l Number					
						$\overline{}$		1
	委任日期 Date of Appointme	nt						
					Ħ DD		月 MM	年 YYYY



7 董事 Director (續上頁 cont'd)

Α.	董事	(自	然人)	Director	(Natural	Person)
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	請在適用的空格內加上 ✓ 號 Please	e tick the relevant b	ox(es)			
21 2	身分	董事	候礼	事 董事	代替 Alternate to	
•	Capacity	Director	Alte	rnate Director		
a	中文姓名					
•	Name in Chinese					
	英文姓名 姓氏					
	Name in English Surname					
	名字					
	Other Names					
	前用姓名					
	Previous Names					
		中文 Chin	929		英文 English	
	別名	1,201	1		AA English	j
	Alias					
		中文 Chin			英文 English	
		₽ X ○ IIII	1626		央义 Eligibil	
22	通訊地址 Correspondence A					
須在	(本處不接納郵政信箱號碼 Post Offic	e box numbers are	not accepta	ole)		
_{架证} PI-NN1 頁	室/樓/座等					
真報董事	Flat / Floor / Block etc.					
通常住址 Provide						
lirector's usual	大廈					
esidential address in	Building					
PI-NN1 sheet)						
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.					
	Street/ Estate/ Lot/ Village etc.					
	區/市/省/州/郵鐵區號等					
	District / City / Province / State / Postal Code etc.					
	State/ Postal Code etc.					
	國家/地區					
	Country / Region					
	and any lot life					
16	電郵地址 Email Address					
	Liliali Address					
1	身分識別 Identification					
須在	(a) 香港身分證 <u>部分號碼</u>				* *	* (*)
PI-NN1 頁	Partial Number of Hong Kong I	dentity Card			1 1	
實報完整 身分識別號碼	(b) 護照 簽	發國家∕地區 □				
Provide full dentification		Country / Region				
number in						
PI-NN1 sheet)		部分號碼				
		Partial Number				
	委任日期 Date of Appointment	nt				
				目DD	月MM	年 YYYY



- 7 董事 Director (續上頁 cont'd)
- B. 董事(法人團體) Director (Body Corporate)

(如超過一名董事廳法人團體,請用續買F 填報 Use Continuation Sheet F if more than 1 director is a body corporate) 請在適用的空格內加上 ✓ 號 Please tick the relevant box(es)

21	身分		董事		候補董事		代替	Alternate to	
	Capacity		Director		Alternate D	irector			
	中文名稱 Name in Chinese								
	Name in Chinese								
	英文名稱 Name in English								
	Name in English								
23	地址 Address								
_	(本處不接納「轉交」地址 'Care of	addı	resses are no	t accep	table)				
	室/樓/座等								
	Flat / Floor / Block etc.	L							
	大廈								
	Building	L							
	街道/屋苑/地段/村等								
	Street/Estate/Lot/Village etc.								
	區/市/省/州/郵遞區號等								
	District / City / Province / State / Postal Code etc.								
	國家/地區								
	Country / Region								
16	電郵地址	\equiv							
•	Email Address								
•	商業登記號碼 Business Reg	ictr	ation Numb	or					
20	何来登記號等 Busiless Reg (只適用於在香港註冊的法人團體 O				porate registere	ed in Hong	g Kong)		
								L	
	委任日期 Date of Appointme	nt							
							DD	月 MM	年 YYYY



表格	NINIA
Form	NN1

24	8	作出 Nam	規定的非 e of the	寸的公司的 其他文書的 Charter, Defining the	名稱 Statutes,	Men	norandı	ım (in	cludi	ng Articles	s, if any)	or any	
25	9			寸的公司註 Certificate c								orm	
	10	帳目	Accoun	ts (請填報A或	B 項 Please	comple	ete Section	A or B as	approp	oriate)			
26	Α.	Acco Com	unts deliv panies) Re	丰香港公司) vered with the agulation (Ca	his form u ap. 622J)	nder	section	4(1)(c)	or (c				Kong
		該等	帳目所涵	蓋的會計期	Period Co	overe		e Accou ∄	ınts		1		—
								0					
			∄ DD	月MM	年YY	ſΥ			1	∃ DD	月MM	年 YYY	Υ
27	В.	State		·司(非香港2 no accounts egulation								on-Hong	Kong
		請在適	用的空格内加	〗上 ✓ 號 Pleas	e tick the relev	ant bo	x						
			目或須 The com jurisdiction similar re	管轄區的任 將其帳目的 npany is neith on where the egulatory bod erson in whos	文本交付的 per required company is ies in that ju	生何 by t regi irisdio	人,而: he law d stered a ction to p	公眾人 if the pl s a com ublish it	士有相 ace of pany, s acco	權在該人的 f its incorpora nor the rules ounts or to de	辦事處查閱 ation, the law s of any stoce liver copies	該帳目 v of any k exchan of its acco	other ge or
			前的 18 The con application	立為法團的 6個月內,別 npany has be on under sec r is required t	及公司須勢 een incorpo tion 776(4)	表的 rated of the	夕帳目並 d for less e Compa	未擬的 s than nies Ore	18 mo dinand	onths prior to	the date of	delivery o	of the
	4	表格	包括下列	讀頁/PI-NN	I1 頁 This F	orm i	includes	the follo	wing (Continuation	Sheet(s)/PI-	NN1 Shee	t(s)
	-	續頁(Continuatio	n Sheet(s)	Α		В	С		D	E	F	
	- [:	頁數 1	lumber of	pages									
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7		署 Si Ł名 Na	-						日	期 Date:			
	-		_		可秘書/經						DD / 月M	M / 年	YYYY
				Director / C	ompany Se horized Rep			ager/				(□2	超回
					illolized Kep 用者 Delete w			t apply					

續頁 A Continuation Sheet A

在香港的獲授權代表(自然人)詳情(第 5A 項) Details of Authorized Representative (Natural Person) in Hong Kong (Section 5A)

	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 (本處不接納「轉交」地址及郵政信箱。		resses and	d post office box numbe	ers are not acce	eptable)	
	室/樓/座等 Flat/Floor/Block etc.						
	大廈 Building						
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.						
	E District						
	地區 Region	香港/H	ONC	6 KONG			
•	電郵地址 Email Address						
12	身分識別 Identification						
(須在 PI-NN1 頁 填報完整	(a) 香港身分體 <u>部分號碼</u> Partial Number of Hong Kong Id	entity Card				* *	* (*)
身分識別號碼 Provide full identification number in		國家/地區 ountry/Region					
PI-NN1 sheet)	<u> </u>	部分號碼 artial Number					
	委任日期 Date of Appointment	:					
				∄ DD	月 MI	M	年 YYYY



表格 Form NN1

		自然人)詳情(第 5B 項) presentative (Other than Nat	ural F	Person) in He	ong Kong (S	ection 5B)
	在適用的空格內加上 ✔ 號 ase tick the relevant box	律師行或律師法團 A firm of solicitors or a solicitor corporation			所或執業法團 racorporatep	ractice
	文名稱 ıme in Chinese					
	文名稱 ime in English					
	港地址 Hong Kong Address 應不接納「轉交」地址及郵政信箱	s 紫鹂 'Care of' addresses and post office	box nu	mbers are not acc	reptable)	
	/模/座等 at/Floor/Block etc.					
大 Bu	度 ilding					
	道/屋苑/地段/村等 reet/Estate/Lot/Village etc.					
E Dis	strict					
地 Re	u gion	香港/HONG KON	1G			
	郵地址 nail Address					
委	任日期 Date of Appointmen	t				
			_	目 DD	月MM	年 YYYY



續頁 C Continuation Sheet C

公司秘書(自然人)詳情(第 6A 項) Details of Company Secretary (Natural Person) (Section 6A)

14	中文姓名 Name in Chinese			
	英文姓名 姓氏 Name in English Surname			
	名字 Other Names			
	前用姓名 Previous Names			
	別名 Alias	中文 Chinese		英文 English
15	通訊地址 Correspondence Ac			英文 English
	(本處不接納郵政信箱號碼 Post office 室/樓/座等	box numbers are not accept	able)	
	Flat / Floor / Block etc. 大廈 Building			
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.			
	區/市/省/州/郵遞區號等 District / City / Province / State / Postal Code etc.			
	國家/地區 Country/Region			
16	電郵地址 Email Address			
17 (須在 PI-NN1 頁 填報完整	身分識別 Identification (a) 香港身分證部分號碼 Partial Number of Hong Kong Identification	dentity Card		* * * (*)
身分識別號碼 Provide full identification number in	(D) 護照 演覧 Passport Issuing C	沙國家/地區 ountry / Region		
PI-NN1 sheet)		部分號碼 Partial Number		
	委任日期 Date of Appointmen	t	HDD	H MM F VVV



表格 Form NN1

續頁 D Continuation Sheet D

中文名稱 Name in Chinese				
英文名稱 Name in English				
地址 Address (本處不接納「轉交」地址 'Care of'	addresses are not ac	ceptable)		
室/樓/座等 Flat/Floor/Block etc.				
大廈 Building				
街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.				
區/市/省/州/郵灣區號等				
District / City / Province / State / Postal Code etc.				
District / City / Province /				
District / City / Province / State / Postal Code etc.				
District / City / Province / State / Postal Code etc. 國家/地區 Country / Region 電郵地址		corporate registered i	n Hong Kong)	



續頁 E Continuation Sheet E

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 t	ick the relevant box(e	s)		
21	身分	董事	候補董事	代替 Alternate to	
	Capacity	Director	Alternate Director		
14	中文姓名				
	Name in Chinese				
	英文姓名 姓氏				
	Name in English Surname				
	名字				
	Other Names				
	前用姓名				
	Previous Names				
	Dri &	中文 Chinese	•	英文 English	
	別名 Alias				
		中文 Chinese	•	英文 English	
22	通訊地址 Correspondence Ad				
(須在 PI-NN1 頁	(本處不接納郵政信箱號碼 Post Office	box numbers are no	т ассертавіе)		
填報董事 通常住址	室/樓/座等 Flat/Floor/Block etc.				
Provide director's usual	riat/ ribbi/ block cto.				
residential address in	大廈 Building				
PI-NN1 sheet)	Building				
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.				
	_				
	區/市/省/州/郵遞區號等 District/City/Province/				
	State / Postal Code etc.				
	國家/地區 Country/Region				
16	電郵地址 Email Address				
17	身分識別 Identification (a) 香港身分證部分號碼				
(須在 PI-NN1 頁 填報完整	Partial Number of Hong Kong Id	lentity Card		* *	* * (*)
身分識別號碼	(b) 護照	簽發國家/地區			
Provide full identification number in		ng Country / Region			
PI-NN1 sheet)		部分號碼			
		Partial Number			
		L			
	委任日期 Date of Appointmen	t			
			H DD	H MM	年 ////

表格 Form NN1

續頁 F Continuation Sheet F

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

② 身分 董事 候補董事 代替 Alternate to Director Alternate Director	
Capacity Director Alternate Director	
中文名稱	
Name in Chinese	
英文名稱	
XX 전류 Name in English	
m 地址 Address	
地址 Address (本庭不接納「轉交」地址 'Care of' addresses are not acceptable)	
室/樓/座等	
Flat / Floor / Block etc.	
大廈 Building	
街道/屋苑/地段/村等	
Street/Estate/Lot/Village etc.	
區/市/省/州/郵遞區號等	
District / City / Province / State / Postal Code etc.	
國家/地區 Country/Region	
16 電郵地址	
Email Address	
商業登記號碼 Business Registration Number	
(只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)	
	1
委任日期 Date of Appointment	
L I DD 月MM	年 YYYY



PI-NN1

	公司名傳 Company Name
	獲授權代表/公司秘書/董事(自然人) - 受保護資料
	Authorized Representative / Company Secretary / Director
	(Natural Person) – Protected Information
	公 眾 紀 錄 不 會 顯 示 此 頁
28	This page will not be shown on the public record
	- 請於本頁申報獲授權代表/公司秘書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 authorized representative /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 <u>完整號碼及通常住址</u> 。 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-NN1 只可填製—名自然人的受保護資料。如超過—名自然人資料,請另加PI-NN1 頁填製。 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).) 請在顧用時代格內加上 少 號 Please tick the relevant box(es)
	身分
14	中文姓名 Name in Chinese
	英文姓名 姓氏 Name in English Surname
	名字 Other Names
29	身分識別 Identification (a) 香港身分體(完整號碼) Hong Kong Identity Card (Full Number)
	(b) 護照 簽發國家/地區 Passport Issuing Country/Region
	完整赞碼 F <u>ull</u> Number
30	董事/候補董事的通常住址 Usual Residential Address of Director/Alternate Director
	室/樓/座等 Flat/Floor/Block etc.
	大廈 Building
	街道/屋苑/地段/村等

區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.

國家/地區 Country/Region

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



《公司條例》(第 622 章) 第 776(4)條規定交付的

註冊非香港公司的註冊申讀書

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》(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)登記其業務,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。公司註冊處會以電郵或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。

費用

6. 本表格必須連同正確的費用一併交付,否則公司註冊處不會接納。有關所需費用的詳情, 請參閱《主要服務收費表》資料小冊子及《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622J章)第7(1)條訂明的規定,交付本表格時須隨附公司註冊證明書(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(c)、3(d)及 4(c)項)

 請提供公司的電郵地址及香港聯絡電話號碼以方便聯絡。如電郵地址或聯絡電話號碼其 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) 條所界定的執計師事務所擔任。
- 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。

「部分號碼」指 —

- (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)	A123 * * * (*)
AA123456(7)	AA123 * * * (*)

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-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址。本處不接納非香港地址、「轉交」地址及郵政信箱號碼。

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,則必須與其護與上所載的姓名一致。
- 15. 請填報屬自然人的公司秘書的<u>網訊地址</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 補知公司計冊處。
- 17. (a) 請填報屬自然人的公司秘書或董事的香港身分證的 *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12。
 - (b) <u>鬱勿</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. 如在香港註冊的法人團體公司秘書及董事,請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立/註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。
- 21. 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。
- 22. 請填報屬自然人的董事的<u>**邇訊地址</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-NN1 頁內填報董事的 **遞常住址。** 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 頁填報。

23. 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)

24. 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*授養*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註冊證明書或等同於公司註冊證明書的文件的名稱 (第9項)

- 25. (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慣常做法,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)

- 26. 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<u>紀獨</u>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。
- 27. 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)

28. 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。

- 29. 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。
- 30. 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」地址及郵政信箱號碼。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 email or 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 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)

- (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 (Cap. 622J). 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(c), 3(d) and 4(c))

9. Please provide the email address and contact telephone number in Hong Kong of the company to facilitate communication. If there are any subsequent changes in the email address or the contact telephone number, please notify the Companies Registry by completing Form NN9.

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;
- (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)	A123 * * * (*)
AA123456(7)	AA123 * * * (*)

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 'Nil' 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 and 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 NN7.
- 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
- 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. If the company secretary or director is a body corporate registered in Hong Kong, please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.
- 21. 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.

 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).

23. 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)

24. 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)

- 25. (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)

- 26. 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 <u>only</u> deliver a translation in either of these languages certified in accordance with section 4 of the Companies Ordinance.
- 27. 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)

28. 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).

- 29. 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.
- 30. 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 and post office box numbers are not acceptable. The authorized representative and company secretary are not required to report such information.



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

商業登記號碼

						Business Registration Number	
註 Note	1	公司名稱 Company Name					
	2	終止授權 Terr	上授權 Termination of Authorization				
	A.	. 獲授權代表現時在公司註冊處登記的詳情 Particulars of the Authorized Representative Currently Registered with the Companies Registry					
		I. 獲授權代表屬自然人 Natural Person as Authorized Representative					
		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		*	* * (*)		
				香港身分體 <u>Partial Number</u> of Hor		護照 <u>部分號碼</u> <u>Partial Number</u> of Passport	
3	姓	交人資料 Presen 名/名稱 Name:	tor's Refer	ence	請勿填寫本欄 For Official Use		
	地	址 Address:					

傳真 Fax:

電話 Tel:

電郵 Email: 檔號 Reference:

表格	NI	NI	7
Form	N	IN	4

商業登記號碼 Business Registration Number	

	2	終止授權	Termination of Authorization (續上頁	cont'd
--	---	------	-----------------------------------	--------

_	% 上汉僧 Terrimation	OI AULIOIIZALIOII (测止貝 c	onta)		
		厅/律師法團/會計師事 Solicitor Corporation/Cl			as Authorized
	中文名稱 Name in Chinese				
	英文名稱 Name in English				
_					
В.	書面終止通知 Written N				
		須連同本表格一併交付 ice of termination must be ase tick the relevant box	delivered with thi	s form	
	☐ 獲授權代表已將書	暋面終止通知送交公司在	其成立為法團所	f在地方的註冊	册辦事處(或等
	同於註冊辦事處的				
		f termination has been sent l the equivalent) in its place of		representative to	o the company's
		. 连知光大八司教纪画中	公二分准检验 42	who Africals Life .	
	The written notice o	上通知送交公司登記冊內 f termination has been sent			representative's
	address shown in the	e Companies Register.			
C.	書面終止通知所述的終 Date of Termination of A				
	the Written Notice of Ter		目 DD	月MM	年 YYYY
答!	署 Signed :				
			H ## Data		
班:	名 Name :	司秘書/經理/獲授權代	日期 Date 表*	: 目DD / 月	MM / 年YYYY
		Company Secretary / Manag thorized Representative*	jer/		
		•			



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

《公司條例》(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。
- 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計冊處接納。
- 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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後註冊的公司,商 業登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

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*那分號碼***。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 * * * (*)			

维阳脉雁

SE THE SHE THE				
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)

9. 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,則只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 2 C 項)

10. 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2) 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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Registration of Non-Hong Kong Company" issued 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 <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.

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)

9. 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)

10. 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.



計冊非香港公司周年申報表

Annual Return

公司註冊處 _{Companies Registry} of Registered Non-Hong Kong Company _{表格}

Form

商業登記號碼 **Business Registration Number** 計 Note 公司名稱 Company Name 2 本申報表的日期 Date of this Return 根據《公司條例》(第 622 章)第 16 部或《前身條例》第 XI 部 註冊的日期的最近周年日 Ħ DD 月MM 年 YYYY The Most Recent Anniversary of the Date of Registration under Part 16 of the Companies Ordinance (Cap. 622) or Part XI of the **Predecessor Ordinance** 3 根據《公司條例》第 16 部或《前身條例》第 XI 部的註冊日期 Date of Registration under Part 16 of the Companies Ordinance or 日 DD 月MM Part XI of the Predecessor Ordinance 4 成立為法團所在地方 Place of Incorporation 5 在香港的主要營業地點 Principal Place of Business in Hong Kong (a) 在香港的主要營業地點的地址 Address of the Principal Place of Business in Hong Kong (本處不接納「轉交」地址及郵政信箱號碼 'Care of addresses and post office box numbers are not acceptable) **室/樓/座等**Flat / Floor / Block etc. 大廈 Building **街道/屋苑/地段/村等** Street/Estate/Lot/Village etc. E District 地區 Region 香港/HONG KONG 9 (b) 電郵地址 Email Address (c) 香港聯絡電話號碼 +852 Hong Kong Contact Telephone Number 請勿填寫本欄 For Official Use 提交人資料 Presentor's Reference 姓名/名稱 Name: 地址 Address:

傳真 Fax:

電話 Tel:

電郵 Email: 檔號 Reference: 表格 Form NN3

冏 亲 登 記 號 嗨
Business Registration Number

6 在成立為法團所在地方的辦事處 Offices in Place of Incorporation

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

(a) 在成立為法團所在地方的註冊辦事應(或等同於註冊辦事應的地點)的地址 Address of the Registered Office (or its equivalent) in Place of Incorporation

室/棒/座等
Flat/Floor/Block etc.

大庫
Building

街道/屋苑/地段/村等
Street/Estate/Lot/Village etc.

医/市/省/州/郵道医繁等
District/City/Province/
State/Postal Code etc.

國家/地區
Country/Region

(b) 在成立為法團所在地方的主要營業地點的地址(如有的話)
Address of the Principal Place of Business (if any) in Place of Incorporation
(本店不接納「梅交」地址 Care of addresses are not acceptable)

室/榛/座等
Flat/Floor/Block etc.

大庫
Building

街道/屋苑/地段/村等
Street/Estate/Lot/Village etc.

医市/省/州/郵道医繁等
District/City/Province/
State/PostalCode etc.

9	(c)	電郵地址 Email Address



國家/地區 Country/Region

表格	NI	N I	2
Form	IN	N	J

	Form	IN3			Business Registration Number
	7 在香港	的獲授權代表 Au	thorized Represe	ntative in Hong Kong	
		代表 (自然人) Auth	•		
					authorized representative is a natural
	中文姓名 Name in				
	英文姓名 Name in				
		名等 Other Name			
10	香港地址 Hong Ko				
	Address	大』 Buildi	g ng		
		道/屋苑/地段/村 et/Estate/Lot/Village e			
		Distr	ict		
		地 i Regi		KONG	
0	電郵地址 Email Ad				
12	(a) 香港	<mark>剂 Identification</mark> 身分證 <u>部分號碼</u> <u>al Number of Hong Kong</u>	g Identity Card		* * * (*)
	(b) 護照 Passp		簽發國家/地區 Issuing Country/Region		
			部分號碼 Partial Number		
				tative (Other Than Natu	
	(如超過一名 natural pers		請用續頁A填報 Use Cor	tinuation Sheet A if more tha	n 1 authorized representative is not a
	請在適用的	的空格内加上 ✓ 號 Please	tick the relevant box		
		去團的性質 f the Firm or ion	本師行或律的 A firm of solicitor a solicitor corpo	ors or A CPA	i事務所或執業法團 firm or a corporate practice
	中文名和 Name in				
_	英文名和 Name in				
13	香港地址 Hong Ko Address	ng Flat / Floor / Block e	tc.	-	
		大』 Buildii	ng		



商業登記號碼

District 地區 Region

香港/HONG KONG

街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.

電郵地址 Email Address

•

表格 Form NN3

商 栗 登 記 號 썤						
Registration Number						

- 8 公司秘書 Company Secretary
- A. 公司秘書 (自然人) Company Secretary (Natural Person)

(如超過一名公司秘書屬自然人	,請用續頁B填報 U	Ise Continuation Sheet B if more than	1 company secretary is a natural persor
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		(如)超過一名公司秘書屬目於人	'胡//// 網月 D .	與報 USE CUITITI	allon Sneet	D II IIIOI E III II I	company s	ecretary is a	natura	ii perso	JII)
a		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						
15		Correspondence Flat / Floor	/座等 /Block etc.								
		Address	大廈 Building								
		街道/屋苑/地段 Street/Estate/Lot/Vi									
		區/市/省/州/郵道 District/City/Pi State/Postal(電區號等 rovince								
		國家	/地區 /Region								
16		電郵地址 Email Address									
17		身分識別 Identification	<u> </u>								
w		(a) 香港身分證 <u>部分號</u> 面 Partial Number of Hon		tity Card			*	* *	(*)
		(b) 護照 Passport	# Issuing	受回家/地區 Country/Region							
				部分號碼 Partial Number							
	В.	公司秘書(法人團體)(如超過一名公司秘書屬法人團)			-		1 000000	, accretor, is		hi oom	oroto
		中文名稱	痘 ,	B 與撒 Use Contil	nuation Sne	eet B ir more trian	i company	secretary is	a boo	ly corp	orate,
18		Name in Chinese									
		英文名稱 Name in English									
19		地址 室/樓 Address Flat Floor E	/座等 Block etc.								
			大廈 Building								
		街道/屋苑/地段 Street/Estate/Lot/Vi									
		區/市/省/州/郵道 District/City/Pi State/Postal (配號等 rovince/ Code etc								
		國家	/地區 /Region								
16		電郵地址 Email Address									
20		商業登記號碼 Business									

表格	NI	N I	2
Form	Ν	IN	J

商業登記號碼 Business Besistration Number
Business Registration Number

9 董事 Directors

A. 董事 (自然人) Director (Natural Person)

(如超過兩名董事屬自然人,請用續買 C 填報 Use Continuation Sheet C if more than 2 directors are natural persons) 請在適用的变格內加上 ✓ 號 Please tick the relevant box(es)

21	1 身分	□ 董事 Director	候補董事	代替 Alternate to
	Capacity	Director	Alternate Director	
14	中文姓名			
	Name in Chinese			
	英文姓名 姓	£		
	Name in English Surman	nė		
	名			
	Other Nam	es		
	前用姓名 中:	文		
	Previous Names Chine	se		
	英: Engli	文 sh		
		5.1.		
	別名 中 Chine			
	英; Engli			
15	通訊地址 室/樓/座:			
	Correspondence	etc.		
	大	应		
	Buildi	ng		
	街道/屋苑/地段/村	等		
	Street / Estate / Lot / Village e			
	區/市/省/州/郵遞區號 District/City/Province	等		
	State / Postal Code e	tc.		
	■家/地 Country / Regi	Œ on		
16	電郵地址 Email Address			
	身分識別 Identification	<u> </u>		
7	(a) 香港身分證 <u>部分號碼</u>			
	Partial Number of Hong Kon	g Identity Card		* * * (*)
	(b) 護照	簽發國家/地		
	Passport	Issuing Country / Reg	jion	
		部分號	86	



冏亲盘配號嗨						
Business	Registration	Number				

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

請在適用的空格内加上 ✓ 皺	Please tick the relevant box(es)	

	請在適用的空格內加上。	✓ 號 Please tic.	k the relevant box	(es)	
21	2 身分 Capacity		董事 Director	候補董事 Alternate Director	代替 Alternate to
	中文姓名 Name in Chinese	Γ			
14	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 室 Correspondence Flat Address	【/模/座等 /Floor/Block etc.			
		大廈 Building			
	街道/屋苑/ Street/Estate/L	′地段/村等 .ot / Village etc.			
	區/市/省/州 District/C State/P	/郵遞區號等 ity/Province/ Postal Code etc.			
	C	國家/地區 ountry/Region			
1 6	電郵地址 Email Address				
0	身分識別 Identifica (a) 香港身分證部分 Partial Number o	分號碼	lentity Card		* * * (*)
	(b) 護照 Passport	Issu	簽發國家/地 uing Country/Reg	gion	
			部分號 Partial Num	碼 ber	

表格	NI	N I	2
Form	N	IN	J

商業登記號碼
Business Registration Number

- 9 董事 Directors (續上頁 cont'd)
- B. 董事 (法人團體) Director (Body Corporate)

(如超過一名董事屬法人團體, 諳用續頁 D 填報 Use Continuation Sheet D if more than 1 director is a body corporate) 請在適用的空格內加上 ✓ 號 Please tick the relevant box(es)

_	BHILLED/INHILLIAN INC. I TOUGHT	on the relevant ben(ee)	,	
21	身分	董事	候補董事	代替 Alternate to
	Capacity	Director	Alternate Director	
			Director	
	中文名稱 Name in Chinese			
	英文名稱 Name in English			
19	地址 室/樓/座等 Address Flat/Floor/Block etc.			
	大廈 Building	3		
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.			
	區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.			
	國家/地區 Country/Region			
16	電郵地址 Email Address			
20	商業登記號碼 Business Registr (只適用於在香港註冊的法人團體 Only applicable to body corporate registered in			

10 股本 Share Capital (截至本申報表的日期 As at the date of this return)

(只適用於有股本公司 Only applicable to a company having a share capital)

法定股本(或等同者)

Authorized Share Capital (or its equivalent)

(如不適用,請填上「不適用 If not applicable, please state 'NA')

已發行股本(或等同者)

Issued Share Capital (or its equivalent)

(如不適用,請填上「不適用

If not applicable, please state 'NA')

	l .
貨幣單位 Currency	總面值 Total Nominal Value

貨幣單位 Currency 鎮面信 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	N	2
Form	IN	N	J

	商業登記號碼
	Business Registration Number
ſ	
١	

22	12	帳目	Account

(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					
Ħ DD	F MM	年 YYYY		Ħ DD	F I 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

				任何其他司法管轄區 構的規章,均沒有規
定公司須發表 查閱該帳目。	 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

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.

_	1			
	公司成立為法團的日期,	是在根據《公司條例》	第 788(1)條交付周年申報署	長的日期前
_	的 18 個目內,而公司須	發表的帳日仍去縣借。		

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)	А	В	С	D
頁數 Number of pages				

東省の	gricu										
姓名 Na	ame					日期 Date:					
		董事/	公司秘書/	′經理/獲授權代表	₹*		日 DD	/	月MM	/	年 YYYY

Director/Company Secretary/Manager/ Authorized Representative*

At W Signed .



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

續頁 A Continuation Sheet A

商業登記號碼

	_	本申報表的日期 Date of Retu	irn		Business Registration Number						
	Ь	日DD 月MM 年YY	YY								
	在	香港的獲授權代表的詳憬	(第7項)								
		Details of Authorized Representative in Hong Kong (Section 7)									
	A.	獲授權代表 (自然人) Aut	horized Representa	tive (Natural Person)							
		中文姓名 Name in Chinese									
		英文姓名 姓 Name in English Suma									
_		名 Other Nam									
10		香港地址 室/樓/座 Hong Kong Flat / Floor / Block e									
		Address 大 Build	度 ing								
		街道/屋苑/地段/村 Street/Estate/Lot/Village	等 etc.								
		Dist	rict								
		地 Reg		KONG							
•		電郵地址 Email Address									
12		身分識別 Identification									
		(a) 香港身分證 <u>部分號碼</u> Partial Number of Hong Kor	g Identity Card		* * * (*)						
		(b) 護照 Passport	簽發國家/地區 Issuing Country/Region	1							
			部分號碼 Partial Numbe								
	В.	獲授權代表 (非自然人)			ıral Person)						
		請在適用的空格內加上 ✓ 號 Pleas									
		商號或法團的性質 Nature of the Firm or Corporation	本節行或律 A firm of solici a solicitor corp	tors or A CPA t	事務所或執業法團 firm or a corporate practice						
		中文名稱 Name in Chinese									
		英文名稱 Name in English									
13		香港地址 室/樓/座 Hong Kong Flat / Floor / Block @									
		Address 大 Build									
		街道/屋苑/地段/村 Street / Estate / Lot / Village e	\$\$ etc.								
		Dist	TE rict								
		地 Reg		KONG							
•		電郵地址 Email Address									



本申報表的日期 Date of Return

續頁 B Continuation Sheet B

商業登記號碼

	本申報表的日期 Date of Return	_		Business Registration Number
	日DD 月MM 年YYYY			
	公司秘書詳情(第 8 項) Details	s of Company S	ecretary (Section 8)	
	A. 公司秘書 (自然人) Company	Secretary (Natur	al Person)	
_	中文姓名 Name in Chinese			
14	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 中文 Alias Chinese		英文 English	
15	通訊地址 室/樓/座等 Correspondence Flat/Floor/Block etc. Address			
	大厦 Building			
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.			
	區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.			
	國家/地區 Country/Region			
16	電郵地址 Email Address			
•	身分識別 Identification (a) 香港身分證 <u>部分號碼</u> <u>Partial Number</u> of Hong Kong I	dentity Card		* * * (*)
	(b) 護照 Passport Iss	簽發國家/地區 uing Country/Region		
		部分號碼 Partial Number		
	B. 公司秘書 (法人團體) Compa	any Secretary (Bo	dy Corporate)	
~	中文名稱 Name in Chinese			
18	英文名稱 Name in English			
19	地址 室/樓/座等 Address Flat/Floor/Block etc.			
	大廈 Building			
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.			
	區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.			
	國家/地區 Country/Region			
16	電郵地址 Email Address			
20	商業登記號碼 Business Registr (只適用於在香港註冊的法人團體 Only applicable to body corporate registered in			

續頁 C Continuation Sheet C

	本申報表的	为日期 Dat	e of Return					登記號碼 pistration Number
	目 DD	月MM	年 YYYY					
	董事詳情							
	Details of D 請在適用的空格/							
4	身分 Capacity			董事 Director	候補董哥 Alternate Director	代替 Al	Iternate to	
14	中文姓名 Name in Chine	ese						
	英文姓名 Name in Engli	sh	姓氏 Surname					
			名字 Other Names					
	前用姓名 Previous Nam	es	中文 Chinese					
			英文 English					
	別名 Alias		中文 Chinese					
			英文 English					
15	通訊地址 Corresponder Address		/樓/座等 Floor/Block etc.					
			大廈 Building					
	街 : Stree	道/屋苑/ t/Estate/Lo	地段/村等 t/Village etc.					
	區/	市/省/州/ District/Cit State/Po	多幾區號等 y/Province/ stal Code etc.					
		Co	國家/地區 untry/Region					
1	電郵地址 Email Address	5						
17	身分識別 Ide (a) 香港身分 Partial Nu	證部分號码	5 g Kong Identity	/ Card			* * *	(*)



簽發國家/地區 Issuing Country/Region

> 部分號碼 Partial Number

(b) 護照 Passport

續頁 D Continuation Sheet D

商業登記號碼 Business Registration Number

董事詳情 (法人團體)(第 9B 項)

Details of Director (Body Corporate) (Section 9B)

		在適用的空格內加上 ✓ 號 Please tick th				
21		身分	董事		候補董事	代替 Alternate to
•	•	Capacity	Director	Ш	Alternate Director	
					Director	
		中文名稱 Name in Chinese				
		英文名稱 Name in English				
19		地址 室/樓/座等 Address Flat / Floor / Block etc.				
		大廈 Building				
		街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.				
		區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.				
		國家/地區 Country/Region				
16		電郵地址 Email Address				
20		商業登記號碼 Business Registra	ation Number			
_		(只適用於在香港註冊的法人團體 Only applicable to body corporate registered in	Hong Kong)			
21	2	身分	董事		候補董事	代替 Alternate to
		Capacity	Director	_	Alternate Director	
		中文名稱				
		T 久石冊 Name in Chinese				
		英文名稱 Name in English				
_						
19		地址 室/樓/座等 Address Flat / Floor / Block etc.				
		大廈 Building				
		街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.				
		區/市/省/州/郵遞區號等 District/City/Province/				
		State / Postal Code etc.				
		國家/地區 Country/Region				
16		電郵地址 Email Address				
20		商業登記號碼 Business Registra (只適用於在香港註冊的法人團體 Only applicable to body corporate registered in				



(公司條例) (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

引言

- 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. <u>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。</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。 據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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後註冊的公司,商業 登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

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及香港聯絡電話號碼以方便聯絡。如上述資料有任何更改,請以表格 NN9 通知公司註冊處。

在香港的獲授權代表 (第7項)

- 10. 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」地址及郵政信箱號碼。
- 11. 請提供獲授權代表的電郵地址(如有的話)以方便聯絡。如電郵地址有任何更改,請以表格 NN8C 通知公司註冊處。
- 12. (a) 請填報屬自然人的獲授權代表的香港身分證的<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>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) 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」。

13. 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」地址及郵政信箱號碼。

公司秘書或董事 (第8及9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. 請申報屬自然人的公司秘書或董事的**邇那地址**。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 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 12。
 - (b) 如公司秘書或董事屬自然人,並曾根據附註 12 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) *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」。
- 18. 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。
- 19. 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。
- 20. 如在香港註冊的法人團體公司秘書及董事,請填報由稅務局轄下的商業登記署所發出的商業登記號碼(印商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立/註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。
- 21. 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)

- 22. 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。
- 23. 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 is astisfaction of the relevant provision of the Companies Ordinance. Late submission will be subject to payment of a higher registration fee.

Foo

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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Registration of Non-Hong Kong Company" issued 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.

Principal Place of Business in Hong Kong and Offices in Place of Incorporation (Sections 5 and 6)

9. Please provide the email address and contact telephone number in Hong Kong of the company to facilitate communication. If there is any change in the above information, please use Form NN9 to notify the Companies Registry.

Authorized Representative in Hong Kong (Section 7)

- 10. Please provide the Hong Kong address of the authorized representative who is a natural person. 'Care of addresses and post office box numbers are not acceptable.
- 11. Please provide the email address of the authorized representative, if any, to facilitate electronic communication. If there are any changes in the email address, please use Form NN8C to notify the Companies Registry.
- 12. (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)	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.

13. 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 and post office box numbers are not acceptable.

Company Secretary or Directors (Sections 8 and 9)

- 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 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.
- 16. Please provide the email address of the company secretary or director, if any, to facilitate electronic communication. If there are any changes in the email address, please use Form NN7 to notify the Companies Registry.
- 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 who is a natural person. Please refer to Note 12 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 <u>partial number</u> of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description of Note 12 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.
- 18. 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).
- 19. 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 are not acceptable.
- 20. If the company secretary or director is a body corporate registered in Hong Kong, please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.
- 21. 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)

- 22. 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憲章、法規或 章程大綱等的申報表

Return of Change in the Charter, Statutes or Memorandum etc. of Registered Non-Hong Kong Company

表格 NN5

商業登記號碼 **Business Registration Number** 註 Note 1 公司名稱 Company Name 0 經更改的對公司的組織作出規定的文書名稱 Name of Instrument Defining the Company's Constitution which has been Changed 有關文書的經核證副本必須連同本表格交付 A certified copy of the relevant instrument must be delivered with this form 請在適用的空格內加上✓號以標示該份文書已經更改 Please tick the relevant box(es) to indicate which instrument has been changed 憲章 Charter 法規 Statutes 章程大綱(包括章程細則(如有的話)) Memorandum of Association (including Articles, if any) 其他 (請註明) Others (Please specify) 3 生效日期 Effective Date of Change **H** DD 月MM 年 YYYY 提交人資料 Presentor's Reference 請勿填寫本欄 For Official Use 姓名/名稱 Name: 地址 Address: 電話 Tel: 傳直 Fax: 雷郵 Email:

檔號 Reference:

表格	NI	NI	_
Form	N	N	J

商業登記號碼 Business Registration Number

ご改詳情 Details of the Cha	nge		

簽署	Signed	:							
姓名	Name	:_		日期 Date:					
			董事/公司秘書/經理/獲授權代表*		H DD	1	月MM	1	年 YYYY
			Director/Company Secretary/Manager/						
			Authorized Representative*						

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

《公司條例》(第 622 章) 第 791(1) 及(2)(a)條規定交付的

註冊非香港公司更改讀章、法規或章程大綱等的申報表

填表須知 — 表格 NN5

附註

引言

- 如註冊非香港公司更改其憲章、法規或章程大綱(包括章程細則(如有的話)),或對該公司的組織作出規定的其他文書,該公司須在出現更改的日期後的一個月內,將更改的詳情以本表格交付公司註冊處處長(「處長」)登記。
- 2. 請劃一以中文或英文申報各項所需資料,所選的語文<u>必須</u>與連同本表格交付的對公司 組織作出規定的文書的語文相同。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。

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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後註冊的公司,商 業登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

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。

經更改的對公司的組織作出規定的文書名稱 (第2項)

8. 本表格必須連同一份該註冊非香港公司的憲章、法規或章程大綱(包括章程細則(如有的話))在更改後的經核證副本,或對該公司的組織作出規定的其他文書在更改後的經核證副本一併交付。如該憲章、法規或章程大綱(包括章程細則(如有的話)),或對該公司的組織作出規定的其他文書既非採用英文,亦非採用中文,則
2. 沒規、章程大綱或文書的經核證英文或中文譯本。

RETURN OF CHANGE IN THE CHARTER, STATUTES OR MEMORANDUM ETC. OF REGISTERED NON-HONG KONG COMPANY

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

Notes for Completion of Form NN5

Introduction

- 1. If there is a change in the charter, statutes or memorandum (including articles, if any) of a registered non-Hong Kong company or other instruments defining the company's constitution, the company must, within 1 month after the date of the change, deliver a return containing the particulars of the change in this form to the Registrar of Companies (the Registrar) for registration.
- 2. Please fill in all particulars and complete all items consistently in either Chinese or English <u>AND</u> in the same language used in the instrument defining the company's constitution which is delivered with this form. 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 a director, company secretary, manager or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Registration of Non-Hong Kong Company" issued 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.

Name of Instrument Defining the Company's Constitution which has been Changed (Section 2)

8. This form must be accompanied by a certified copy of the charter, statutes or memorandum (including articles, if any) of the company or any other instruments defining the company's constitution after the change. If the charter, statutes or memorandum (including articles, if any) of the company or any other instruments defining the company's constitution is in a language other than English or Chinese, only a certified translation of the charter, statutes, memorandum or instruments in English or Chinese is required to accompany this form.

CR

公司註冊處 Companies Registry

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

表格 Form NN6 商業登記號碼

Business Registration Number

註 Not	е									
8	1	公司名稱 Con	npany Nan	ne						
	2	公司秘書/董(如超過一名公司秘書)				Company Sec			lirector ceased	to act)
	A.	現時在公司註冊 請在適用的空格內加上				ently Registered	with the C	ompanies	Registry	
9		身分	公司秘			候補董事	代替 Al	ternate to		
		Capacity	Compan Secretar		rector	Alternate Director				ļ
			事的詳情	自然人) P	Particulars of	of Company Sec	retary / Di	rector (Na	tural Persoi	1)
a		中文姓名 Name in Chinese	•							
•		英文姓名 Name in English							-	
			名字 Other Names							
•		身分識別 Identification		-	*	* * (*)			· ·	·
					港身分體部	分號碼 Kong Identity Card			分號碼 per of Passport	
		或 OR	der d.L. 3.36 fra-							
			事的評價	(法人團體)	Particular	s of Company Se	ecretary / [Director (B	oay Corpor	ate)
12		中文名稱 Name in Chinese	•							
		英文名稱 Name in English								
		3								
_	В.	停任詳情 Detai	ls of Cessa	tion						
13		停任日期 Date of Cessation	n							
						∃ DD	•	月MM	年~	YYY
14		上述董事或候補 Will this director of in this company a	or alternate d	irector contir	nue to hold o	任道公司的候補] ffice as alternate d	董事或董事 irector or di	職位? rector	□ 是 Yes	否 No
4	提	交人資料 Presen	tor's Refer	ence		請勿填寫本欄	For Offici	al Use		
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	地	址 Address:								
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	_	號 Reference:							Ŀ	4:25

表格 Form NN6

商業登記號碼
Business Registration Number

					ecretary Director (f more than 1 natural person in	
	請在適用的空格內加上	✓ 號 Please tick t	he relevant box(es)			
_		-	董事	经验基金	代替 Alternate to	
15	身分 Consoits	公司秘書	■ → Director	□ 候補董事	八曾 Alternate to	
	Capacity	Company	Director	Alternate Director		
		Secretary		Director		
					_	
	中文姓名					
16	Name in Chinese					
•	英文姓名					
		姓氏				
	Name in English	Surname				
		名字 Other Names				
		Other Harries				
	前田县夕					
	前用姓名	中文 Chinese				
	Previous Names	Cilliese				

		英文 English				
		Liigiisii				
	別名	中文				
	Alias	Chinese				
	Allas					
		英文				
		English				
		9				
1	通訊地址	室/樓/座等				
	Correspondence	Flat / Floor / Block etc.				
須在	Address					
PI-NN6 頁		大廈				
實報董事		Building				
通常住址 Provide		-				
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esidential	Street / Estate	/Lot / Village etc.				
address in PI-NN6 sheet						
-i-ivivo sneet	區/市/省/	州/郵遞區號等 City Province				
	DISTRICT,	Postal Code etc.				
	Otato	i ostai oodo oto.				
		國家/地區				
		Country / Region				
18	電郵地址					
_	Email Address					
	自八端即 lda4451-	ation.				
19	身分識別 Identific					
	(a) 香港身分證 <u>部</u>				* *	* (*)
須在 PI-NN6 頁	Partial Number	of Hong Kong Id	lentity Card		T T	T (T)
71-1VIVO 貝 真報完整						
マヤルエ タ分識別號碼	(b) 護照		簽發國家/地			
rovide full	Passport	Is	suing Country / Reg	ion		
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_	上心里字次氏領」 Is this director or a	ミデ在役所廻り ilternate directo	へ女正吋 / 定省 ralreadvan eviet	ing alternate director	任候補董事或董事? rordirectorinthis	□是 □否 Yes □No
	company at the tim			antermate un ector		res NO



商業登記號碼
Business Registration Number

(如委任超過一個)	去人團體為公司秘書							
		e tick the rele	vant box(es)					
身分						代替 Alternate to	ı	
Capacity			Director					
中文名稱 Name in Chine	ese							
英文名稱 Name in Engli	sh							
地址 Address	室/樓/ Flat/Floor/Block	座等 k etc.						
	Bu	大廈 illding						
街道/ Street/E	/屋苑/地段/ state / Lot / Village	村等 e etc.						
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(只適用於在香港註:	冊的法人團體	_						
委任日期								
Date of Appoin	ntment			L	1.00	B 1/1/1	Æ VVVV	
Is this director	r or alternate di	rector alrea	ady an exist	已經是這么	· 公司的現任	候補董事或董事	?	≦ No
本申報表包括	舌下列續頁/P	I-NN6頁 T	his Return	includes the	following	Continuation Sheet	(s) / PI-NN6 Sheet(s)
續頁 Continu	uation Sheet(s)	Α	В	С	PI-NN6 (不會供公眾查閱 NOT	for Public Inspection)	
頁數 Numbe	r of pages				頁數 Nu	ımber of pages		
簽署 Signed:								
姓名 Name :	董事/公司				日期 Da	ite :		
	知要任超過一個記 company secretal is 在週用的空格外 身分 Capacity 中文名稱 Name in Chine 英文名稱 Name in Engli 地址 Address 電郵地址 Email Address 商業を記憶を Only applicable to to 委任日期 Date of Appoi 上述董事或forcompany at th 本申報表包括 領頁 Contini 頁數 Numbe	(如委任超過一個法人團體為公司秘書 company secretary / director) 蔣在護用的空格内加上 、	(知委任起場一個法人團體為公司秘書/董事・請 company secretary / director) 蔣在週用的空格内加上 / 號 Please tick the rele 身分 Capacity Company Secretary 中文名報 Name in Chinese 英文名報 Name in English 地址 Address Flat / Floor / Block etc. 上述	(知委任起場一個法人團體為公司秘書)董事・請用續頁 C 填結 company secretary / director) 請在週間的空格内加上 / 號 Please tick the relevant box(es) 身分 Capacity Company Secretary Director Secretary 中文名報 Name in Chinese 単立	(知委任起場一個法人團體為公司秘書)董事・請用續頁 C 填報 Use Continucompany secretary / director) 諸在週別的空格内加上 / 號 Please tick the relevant box(es) 身分	(如委任超過一個法人團體為公司秘書/董事・請用續頁 C 填報 Use Continuation Sheet company secretary / director)	(郊委任報燈一龍法人團體為公司秘書) 董事・請用練買 C 境報 Use Continuation Sheet C if more than 1 body company secretary. Vinector)	接着

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



續頁 A Continuation Sheet A

商業登記號碼

Business	Registration	Number

公司秘書/董事的停任 (第2項)

請在適用的空格內加上			_		Fr	
身分 Capacity	公司秘書 Company Secretary	董事 Director	L 候補 Alter Dired		代替 Alternate to	
公司秘書/董事	的詳情(1	自然人)Particul	ars of Com	oany Secret	ary / Director (Na	tural Person)
中文姓名 Name in Chinese						
英文姓名 Name in English	姓氏 Surname					
0	名字 ther Names					
身分識別 Identification		宏雄自 厶	* * * *	(*)	維照無	分號碼
或 OR		Partial Number of I		tity Card		er of Passport
公司秘書/董事	的詳情(注	去人團體) Partic	ulars of Co	mpany Seci	etary / Director (B	ody Corporate)
中文名稱 Name in Chinese						
英文名稱 Name in English						
B. 停任詳情 Details	of Cessati	on				
停任日期 Date of Cessation						
2410 01 0000411011				Ħ DD	月 MM	年 YYYY



續頁 B Continuation Sheet B

商業登記號碼

Business Registration Number

委任公司秘書/董事	(自然人) (第 3 項)	
Annaintment of Compa	ny Socratary / Director (Natural Borcon) (Section 1	2

	Appointment of Company Se 請在適用的空格內加上 ✓ 號 Please tick	-	or (Natural Perso	n) (Section 3)	
1 B	身分 □ 公司秘書	□ 董事 [候補董事	代替 Alternate to	
	Capacity Company Secretary	Director	Alternate Director		
1 6	中文姓名 Name in Chinese				
	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 中文 Alias Chinese				
	英文 English				
17 (須在	通訊地址 室/樓/座等 Correspondence Flat/Floor/Block etc Address				
PI-NN6 頁 填報董事 通常住址 Provide	大廈 Building				
director's usual residential address in	Street / Estate / Lot / Village etc.				
PI-NN6 sheet)	區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.				
	國家/地區 Country/Region				
18	電郵地址 Email Address				
1 9 須在 PI-NN6 頁	身分識別 Identification (a) 香港身分證 <u>部分號碼</u> Partial Number of Hong Kong Ion	dentity Card		* * * (*)
資報完整 身分識別號碼 Provide full dentification	(b) 護照 Passport	簽發國家/地區 ssuing Country/Region			
number in PI-NN6 sheet)		部分號碼 Partial Number			
	委任日期 Date of Appointment		HDD	E MA	
20	上述董事或候補董事在獲得這 Is this director or alternate directo company at the time of this appoi	r already an existing	日 DD 經是這公司的現任 g alternate director o		≦ No



表格 Form NN6

續頁 C Continuation Sheet C

商業登記號碼

Business	Registration	Number

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 relevant box(es)			
a	身分	y Director	候補董事 Alternate Director	代替 Alternate to	
29	中文名稱 Name in Chinese				
22	英文名稱 Name in English				
23	地址 室/樓/座等 Address Flat/Floor/Block etc.				
	大直 Building				
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.				
	區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.				
	國家/地區 Country/Region				
24	電郵地址 Email Address				
25	商業登記號碼 Business Registr (只適用於在香港註冊的法人團體 Only applicable to body corporate registered i				
	委任日期 Date of Appointment				
			目 DD	月 MM	年YYYY
26	上述董事或候補董事在獲得這 Is this director or alternate direct company at the time of this appo	or already an existing a			□ 是 □ 否 Yes No



PI-NN6

商業登記號碼				
Business Registration Number				
	1			
	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-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。

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).)

	<i>請任週用的生格內加上 ✔ 號</i>	Please tick the	reievant box(es)						
	身分 Capacity		公司秘書 Company Secretary		董事 Director		候補董事 Alternate Director		
1 6	中文姓名 Name in Chinese								
	英文姓名 Name in English	姓氏 Surname							
		名字 Other Names							
28	身分識別 Identification (a) 香港身分證(<u>完整</u> Hong Kong Identity C	虎礪)	per)					()
	(b) 護照 Passport	Is	簽發國家/地區 ssuing Country/Region						
			<u>完整</u> 號碼 <u>Full</u> Number						
29	董事/候補董事的超	i常住址 Usu	ual Residential Ad	dress	of Director/	'Altern	ate Director		
	室/樓/座等 Flat/Floor/Block etc.								
	大廈 Building								
	街道/屋苑/地段/村等 Street/Estate/Lot/Village								
	區/市/省/州/郵遞區 District/City/Province/ State/Postal Code etc.	號等							
	國家/地區 Country/Region	Ī							

(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》(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 格 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 曾為遵從《公司條例》中有關條文的規定而交付處長。

等署

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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後註冊的公司,商業 登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

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)

- 9. 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。
- 10. 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。

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*。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—

- (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 * * * (*)

端阳脉礁

32 /// 389					
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」。
- 12. 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。
- 13. 如公司秘書或董事去世,請申報其去世日期,作為停任日期。
- 14. 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)

15. 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。

- 16. 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,則必須與其讓昭上所載的姓名一致。
- 17. (a) 請申報公司秘書的<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。
 - (b)請申報董事的邁那地址。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。

請另外於 PI-NN6 頁內填報董事的 **遞常住址**。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。

- 18. 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。
- 19. (a) 請填報公司秘書或董事的香港身分證號碼的 <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 11。
 - (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-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」。

20. 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. 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。
- 22. 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。
- 23. 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。
- 24. 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。
- 25. 如在香港註冊的法人團體公司秘書及董事,請填報由稅務局轄下的商業登記署所發出的商業登記號碼(印商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立/註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。
- 26. 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 (自然人) - 受保護資料 (PI-NN6)

27. 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 百填報。

- 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-NN6 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」地址及郵政信箱號碼。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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Registration of Non-Hong Kong Company" issued 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)

- 9. 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.
- 10. 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.

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 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 <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 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).
- 13. For a deceased company secretary or director, the date of death should be given as the date of cessation.
- 14. 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)

15. 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.

- 16. 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.
- 17. (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).

- 18. 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.
- 19. (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 11 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-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.

20. 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)

- 21. 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.
- 22. 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).
- 23. 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 are not acceptable.
- 24. 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.
- 25. If the company secretary or director is a body corporate registered in Hong Kong, please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

26. 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)

- 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).
- 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 '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.
- 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 and 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

商業登記號碼 Business Registration Number

註 Note 1 公司名稱 Company Name 2 公司秘書/董事詳情更改 (自然人) Change in Particulars of Company Secretary / Director (Natural Person) (如波及超過一名屬自然人的公司秘書/董事,請用續頁 A 填報 Use Continuation Sheet A if more than 1 company secretary / director, who is a natural person, is involved) 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 Director 候補董事 Alternate Director 身分 Capacity Company Secretary 中文姓名 Name in Chinese 姓氏 英文姓名 Name in English Surname 名字 Other Names 0 身分識別 Identification 護照<u>部分號碼</u> Partial Number of Passport 香港身分證部分號碼 Partial Number of Hong Kong Identity Card 提交人資料 Presentor's Reference 請勿填寫本欄 For Official Use 姓名/名稱 Name:

傳真 Fax:

地址 Address:

電話 Tel:

電郵 Email: 檔號 Reference: 表格 Form NN7

商業登記號碼
Business Registration Number

- 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)
- B. 更改詳情 Details of Change(s)

se complete item(s) with change(s) only		. * 11 #	
е			
	Ħ DD	月MM	年 YYY
Mark o	H DD	B MM	年 YYY
雅氏 Surname	-	73 141141	
グマ Other Names			
4.F Olio Namos			
英文 English	∃ DD	月MM	年YY
esidential Address of Director			
往址 Provide director's new usual residential address in PI-NN7 sheet)	∃ DD	月MM	年YY
	_		
e Address			
	H DD	月MM	年YY
ati-l Noveber of Heart Kenne Identity Oral	Ħ DD	月MM	年YY
		l	1
* * * (*			
	H DD	月MM	年YYY
変/地區 Issuina Country / Region	目 DD	月MM	年YYY
家/地區 Issuing Country/Region	H DD	月MM	年YYY
	姓氏 Surname 名字 Other Names 英文 English	接氏 Surname *	# 技文 English Address of Director Exit Provide director's new usual residential address in PI-NN7 sheet) HDD 月MM Address HDD 月MM HDD 月MM Address

	nvolved) 記的詳情 Particul		Registered with	the Comp	anies R	egistr
<i>請在適用的空格內加上 ✓ 號</i> 身分 Capacity	Please tick the relevant b 公司秘書 Company Se	Г	董事 Director		候補董 Alternate	
公司秘書/董事的名称	Name of Company	Secretary/Dire	ector			
		中文 Chines	se			
		* * Englis	.h			
商業登記號碼 Busines (只適用於在香港註冊的法人團體		英文 Englis er	NI .			
Only applicable to body corporate 3.更改詳情 Details of C						
請只填報有更改的項目						上效日 [
(a) 公司秘書/董事的	名稱 Name of Compa	any Secretary /	Director		Eff	ective [
	中文 Chi	inaca			日 DD	月MM
	中文 (三	nese				
	英文 En	alish				
(b) 地址 Address						
室/樓/座等 Flat/Floor/Block etc.					Ħ DD	月MM
大廈					цьь	73
Building						
Building 街道/屋苑/地段/村等 Street/Estate/Lot/Village e	tc.					
街道/屋苑/地段/村等						
街道/屋苑/地段/村等 Street/Estate/Lot/Village e 區/市/省/州/郭耀區跡等 District/City/Province						
街道/屋苑/地段/村等 Street / Estate / Lot / Village e 區/市/省/州/郵道區號等 District / City / Province / State / Postal Code etc. 國家/地區	£					

董事/公司秘書/經理/獲授權代表*

商業登記號碼 Business Registration Number

Director / Company Secretary / Manager /
Authorized Representative*

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

姓名 Name :



續頁 A Continuation Sheet A

商業登記號碼

Business Registration Number

	公司秘書/董事詳情更改		
		ompany Secretary / Director (Natural Person 内詳情 Particulars Currently Registered with the C	
,	A. 現時任公司註冊處登記日 請在適用的空格內加上 ✓ 號 Plea		companies Registry
9	身分 Capacity	公司秘書 Company Secretary Director	候補董事 Alternate Director
10	中文姓名 Name in Chinese	Company Costolary Encode	, itemate Biroto.
	英文姓名 姓氏		
	Name in English Surname		
	名字 Other Names		
•	身分識別 Identification	* * * (*)	
		香港身分證 <u>部分號碼</u> Partial Number of Hong Kong Identity Card	護照 <u>部分號碼</u> Intial Number of Passport
1 4	3.更改詳情 Details of Chan	ge(s)	irtiai Number of Passport
	<i>請只填報有更改的項目 Pla</i> (a) 中文姓名 Name in Chine	ease complete item(s) with change(s) only	生效日期 Effective Date
	(a) XXL Hame III e III		Litective Bute
15	(b) 英文姓名 Name in Engli	sh	日 DD 月 MM 年 YYYY
	(a) // // / / / / / / / / / / / / / / / /		
		姓氏 Surname	目 DD 月 MM 年 YYYY
A	(c) 別名 Alias	名字 Other Names	.
16	(-) 23 [
	中文 Chinese	英文 English	日 DD 月 MM 年 YYYY
T		Residential Address of Director 講住址 Provide director's new usual residential address in PI-NN7 she	eet)
•	(e) 通訊地址 Corresponden	nca Addrass	目 DD 月 MM 年 YYYY
18	室/樓/座等	No Address	
	Flat / Floor / Block etc. 大廈		目DD 月MM 年YYYY
	Building		
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.		
	區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.		
	國家/地區 Country/Region		
19	(f) 電郵地址 Email Address	3	<u> </u>
20	(g) 香港身分證 <u>部分號碼</u>	Partial Number of Hong Kong Identity Card	日 DD 月 MM 年 YYYY
(須在		* * * (*)
PI-NN7 頁 填報完整	(h) 護照 Passport		日 DD 月 MM 年 YYYY
身分識別號码 Provide full	Ţ.		
identification number in PI-NN7 sheel		國家/地區 Issuing Country/Region	日 DD 月 MM 年 YYYY
	·/		■数■

續頁 B Continuation Sheet B

商業登記號碼

Business Registration Number

公司秘書/董事詳情更改 (法人團體)(第3項)

Change in Particulars of Company Secretary / Director (Body Corporate) (Section 3)

Capacity	□ 公司秘書 Company Secretary	董事 Director	
公司秘書/董事的	名稱 Name of Company Secretary/Di	rector	
	中文 Chin	ese	
THE STATE OF ANY BAR WAY IN	英文 Engl	ish	
(只適用於在香港註冊的法人)	iness Registration Number 剛體 orate registered in Hong Kong)		
от принсаме то воду согр	state registered in Hong Rong)		
.更改詳情 Details	of Change(s) 項目 Please complete item(s) with cha	ngo(s) only	
			生效日訓
(a) 公司秘書/董琴	事的名稱 Name of Company Secretary,	/ Director	Effective D
			目DD 月MM
	中文 Chinese		
	英文 English		
(b) Hit H. Addross			
(b) 地址 Address 室/樓/座等			
室/樓/座等 Flat/Floor/Block etc.			目DD 月MM
室/樓/座等			目DD 月MM
室/樓/座等 Flat/Floor/Block etc. 大廈 Building			目 DD 月 MM
室/樓/座等 Flat/Floor/Block etc. 大廈			目DD 月MM
室/樓/座等 Flat/Floor/Block etc. 大廈 Building 術道/座苑/地段/村等 Street/Estate/Lot/Ville 區/市/省/州/郵遞U District/City/Province	age etc.		目DD 月MM
室/樓/座等 Flat / Floor / Block etc. 大廈 Building 街道/屋苑/地段/村 Street / Estate / Lot / Ville	age etc.		目DD 月MM
室/標/座等 Flat / Floor / Block etc. 大廈 Building 街道/座苑/地段/村 Street / Estate / Lot / Villi. 區/市/省/州/多盟 District / City / Province State / Postal Code etc.	ige etc. 上 上		目DD 月MM



PI-NN7

商業登記號碼 Business Registration 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,公司須於本頂申報其新的<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。

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).)

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 候補董事 Company Secretary Director Alternate Director Capacity 中文姓名 Name in Chinese 英文姓名 姓氏 Surname Name in English 名字 Other Names 請只填報有更改的項目 Please complete item(s) with change(s) only 2 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 Issuing Country/Region (b) 護照 Passport 完整號碼 Full Number ② 董事/候補董事的通常住址 Usual Residential Address of Director/Alternate Director 室/樓/座等 Flat / Floor / Block etc.

Street_Estate_Lot_Village etc.

医/市/省/州/郭遠區號等
Distrid_City_Province_/
State_Postal Code etc.

國家/地區 Country/Region

街道/屋苑/地段/村等

大廈 Building

(交付表格 NN7 時,讀將所有 PI-NN7 頁置於最後。

Please place all PI-NN7 sheets at the end when delivering the Form NN7.)



《公司條例》(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。
- 2. 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。
- 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 曾為遵從《公司條例》中有關條文的規定而交付處長。

等等

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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後註冊的公司,商業 登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

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)

- 9. 請述明詳情有所更改者的身分。
- **10.** 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。

11. (a) 為識別身分,請填報香港身分證的 <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>。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

ASE AIN AND THE	
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) 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. 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。
- 13. 如在香港註冊的法人團體公司秘書及董事,請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「一」後的數字無須填寫。於2023年12月27日或之後成立/註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

更改詳情 (第 2B 及 3B 項)

- 14. 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。
- **15.** 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。

- 16. 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。
- 17. 如屬自然人的董事的選情性处有所更改,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 公眾香閱。

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。

- **18.** 請申報屬自然人的公司秘書或董事的**邇部地址**。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。
- 19. 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。
- 20. (a) 請申報公司秘書或董事新的香港身分證的*舊分號碼*。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 11。
 - (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。
- 21. 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。
- 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。

公司秘書/董事詳情更改 (自然人) - 受保護資料 (PI-NN7)

23. 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。

- 24. 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。
- 25. 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」地址及郵政信箱號碼。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

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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Registration of Non-Hong Kong Company" issued 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)

- 9. Please indicate the capacity(ies) of the person(s) whose particulars have changed.
- 10. 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.

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 according to the describtion 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.
- 12. 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).
- 13. If the company secretary or director is a body corporate registered in Hong Kong, please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registra.

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

- 14. 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.
- 15. 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 passoort.

- 16. 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.
- 17. 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).
- 18. 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.
- 19. 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.
- 20. (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 11 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-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).
 - (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-NN7 sheet.
- 21. 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.
- 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 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).
- 24. 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.
- 25. 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 and 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

商業登記號碼

			Business Re	gistiation is
│ 公司名稱 Com	pany Name			
. 獲授權代表的何	亭任 Cessation to Act a	s Authorized Representa	tive	
(如超過一名獲授權代表	<i>快停任,請用續頁 A 填報 Use Cor</i>	ntinuation Sheet A if more than 1 aut	horized representativ	e ceased to ac
		s Currently Registered with		
獲授權代表的詳	情(自然人) Particulars o	f Authorized Representative	e (Natural Perso	n)
中文姓名 Name in Chinese				
英文姓名 Name in English	姓氏 Surname			
0	名字 ther Names			
身分識別		* * * (*)		
Identification				
		分證 <u>部分號碼</u> f Hong Kong Identity Card	護照 <u>部分</u> Partial Numbe	
或 OR		5 5 7.		
	· 情(非白妖人) Particular	s of Authorized Representa	tive (Other than	Natural Pe
律師行/律師法	圖/會計師事務所或執業>			
中文名稱 Name in Chinese				
英文名稱 Name in English				
停任日期				1
Date of Cessation				
		H DD	月MM	年 YY
是交人資料 Presento	or's Reference	請勿填寫本欄 Fo	r Official Use	
性名/名稱 Name:				
也址 Address:				
電話 Tel:	傳真 Fax:			▣
電船 ren. 電郵 Email:	P共 I an.			<u> </u>
色質 Peference:				

商業登記號碼						
Business Registration Number						

3 委任獲授權代表 (自然人)

Appointment of Authorized Representative (Natural Person)

(如委任超過一名自然人為獲授權代表 ·請用續頁 B 填報 Use Continuation Sheet B if more than 1 natural person is appointed as authorized representative)

	representative)				
	中文姓名 Name in Chinese				
	英文姓名 发 Name in English Surna	E氏 ame			
	Other Na	4字 mes			
0	香港地址 室/樓/图 Hong Kong Address				
		で度 Iding			
	街道/屋苑/地段/村 Street/Estate/Lot/Village	才等 etc.			
	Di	■ strict			
		^{找區} gion 香港∕HONG №	CONG		
12	電郵地址 Email Address				
13 (須在 PI-NN8 頁	身分識別 Identification (a) 香港身分證 <u>部分號碼</u> Partial Number of Hong K	ong Identity Card		* *	* (*)
填報完整 身分識別號碼 Provide full identification	(b) 護照 Passport	簽發國家/地區 Issuing Country / Region			
number in PI-NN8 sheet)		部分號碼 Partial Number			
	委任日期 Date of Appointment		Ħ DD	月MM	年 YYYY
				A IVIIVI	4-1111

表格 Form NN8

商業登記號碼
Business Registration Number

4	委任獲授權代表	(非自然人)
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Appointment of Authorized Representative (Other than Natural Person)

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

	請在適用的空格內加上 V 號 Plea	se tick the re	elevant box					
14	商號或法團的性質 Nature of the Firm or Corporation	L A	断行或律 firm of solici solicitor corp	itors or			會計師事務所或報 A CPA firm or a corp	
	中文名稱 Name in Chinese							
	英文名稱 Name in English							
(香港地址 室/樓/B Hong Kong Flat/Floor/Blook Address							
		度 ding						
	街道/屋苑/地段/木 Street/Estate/Lot/Village	学 etc.						
	Die	E strict						
		基區 gion 香港	/ HONG	KONG				
16	電郵地址 Email Address							
	委任日期 Date of Appointment							
					∄ DD		月 MM	年 YYYY
	本申報表包括下列續頁/PI-N							
	續頁 Continuation Sheet(s)	Α	В	С				for Public Inspection)
	頁數 Number of pages				頁非	收 Nι	umber of pages	
6	簽署 Signed:							
	姓名 Name :				日期	Date	e:	
	董事/公司 Director/Co						日 DD / 月	MM / 年YYYY
			resentative					■無■

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

表格 Form NN8

續頁 A Continuation Sheet A

商業登記號碼

Business	Registration	Number

獲授權代表的停任 (第2項)

獲授權代表的詳	情(自然人)	Particulars of Author	rized Representativ	e (Natural Person)	
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 Identification	[*	* * (*)		
		香港身分證 Partial Number of Hor			区分號碼 of Passport Number
或 OR					
獲授權代表的詳	情(非自然人) Particulars of Aut	horized Representa	ative (Other than N	atural Person)
		務所或執業法團的名citor Corporation/CP		Practice	
中文名稱 Name in Chinese					
英文名稱 Name in English					
停任日期 Date of Cessation					



表格 NN8 Form

續頁 B Continuation Sheet B

商業登記號碼 Business Registration Number

委任獲授權代表 (自然人) (第3項)

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

-	appointment of	Authorized No	DICSCIILALIVE (IVAL	ulai i cisoli) (oci	otion o _j	
	中文姓名 Name in Chinese					
	英文姓名 Name in English	姓氏 Surname				
		名字 Other Names				
0	香港地址 Hong Kong Address	室/樓/座等 Flat/Floor/Block etc.				
		大廈 Building				
	街道/屋 Street/Esta	整 苑/地段/村等 ate/Lot/Village etc.				
		District				
		地區 Region	香港/HONG K	CONG		
12	電郵地址 Email Address	[
13	身分識別 Identii (a) 香港身分證 Partial Numb		entity Card		* *	* (*)
PI-NN8 頁 資報完整 身分識別號 Provide full dentificatio	rassport	Is	簽發國家/地區 suing Country / Region			
number in PI-NN8 she			部分號碼 <u>Partial Number</u>			
	委任日期 Date of Appointm	nent		目DD	月MM	年 YYYY
					7 IVIIVI	44-1111



表格 Form NN8

續頁 C Continuation Sheet C

商業登記號碼

Business	Registration	Number

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

•	商號或法團的性質 Nature of the Firm or Corporation	A firm	行 或律師 n of solicitor citor corpor	s or	會計節事務所或 考 A CPA firm or a corpo	
	中文名稱 Name in Chinese					
	英文名稱 Name in English					
15	香港地址 Hong Kong Address					
	大廈 Building					
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.					
	District					
	地區 Region	香港/	HONG K	CONG		
16	電郵地址 Email Address					
	委任日期 Date of Appointment			目 DD	月 MM	年 YYYY



PI-NN8

商業登記號碼
Business Registration Number

委任獲授權代表 (自然人) - 受保護資料

Appointment of Authorized Representative (Natural Person) – Protected Information

17

18



中文姓名 Name in Chinese

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。

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).)

	_		
英文姓名 Name in English	姓氏 Surname		
	名字 Other Names		
身分識別 Identificati	on		
(a) 香港身分證(完惠 Hong Kong Identity		per)	()
(b) 護照 Passport	Is	簽發國家/地區 suing Country/Region	
		<u>完整</u> 號碼 <u>Full</u> Number	

(交付表格 NN8 時,讀將所有 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》(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 曾為導從(公司條例)中有關條文的規定而交付處長。

等署

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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後註冊的公司,商業 登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

公司名稱 (第1項)

獲授權代表的停任 (第2項)

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 * * * * (*)	

織昭鮮雄

ng /// Jul un				
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) 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. 如獲授權代表去世,請申報其去世日期,作為停任日期。

委仟獲授權代表 (自然人)(第3項)

- **11.** 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」地址及郵政信箱號碼。
- 12. 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。

- 13. (a) 請填報獲授權代表的香港身分證的 *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 9。
 - (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-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)

- 14. 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。
- 15. 請申報獲授權代表在香港的營業地址。本處不接納「轉交」地址及郵政信箱號碼。
- 16. 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)

17. 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。

18. 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,則無須提交 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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Registration of Non-Hong Kong Company" issued 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 -

- (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) If the authorized representative 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 <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. 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)

- Please provide the Hong Kong address of the authorized representative who is a natural person. 'Care
 of addresses and post office box numbers are not acceptable.
- 12. 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.

- 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 authorized representative. 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 authorized representative 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 'Nii' in the boxes provided. There is no need to submit a PI-NN8 sheet.

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

- 14. 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.
- 15. Please state the business address in Hong Kong of the authorized representative who is not a natural person. 'Care of addresses and post office box numbers are not acceptable.
- 16. 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)

- 17. 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).
- 18. 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

Authorized Representative of Registered Non-Hong Kong Company

表格 NN8C

商業登記號碼 **Business Registration Number** 註 Note 1 公司名稱 Company Name 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授權代表·請用續頁 A 填棄 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的詳情 Particulars Currently Registered with the Companies Registry 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 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 提交人資料 Presentor's Reference 請勿填寫本欄 For Official Use 姓名/名稱 Name: 地址 Address:

傳真 Fax:

電話 Tel:

電郵 Email: 檔號 Reference:

商業登記號嗨 Business Registration Number				
n)	(cont'd)			

- 2 獲授權代表詳情更改 (自然人) (續上頁) Change in Particulars of Authorized Representative (Natural Person) (cont'd)
- B. 更改註憶 Details of Change(s)

(a) 中文姓名 N	(a) 中文姓名 Name in Chinese			生效日期 Effective Date		
		Ħ DD	月MM	年个		
(b) 英文姓名 N	ame in English	1		·		
	姓氏 Surname	目 DD	月MM	年Y		
	名字 Other Names					
(c) 香港地址 H	ong Kong Address					
室/樓/座等 Flat/Floor/Block	etc.					
大 <i>廈</i> Building		ĦDD	月MM	年		
街道/屋苑/地 Street/Estate/Lot						
E District						
地區 Region	香港/HONG KONG					
(d) 電郵地址 E	mail Address					
(e) 香港身分體	<u>部分號碼</u> Partial Number of Hong Kong Identity Card	∃ DD	月MM	年		
	* * * (*)					
f) 護照 Passp	ort	B DD	月MM	年		
I on						
heet)	簽發國家/地區 Issuing Country / Region	Ħ DD	月MM	年		

部分號碼 Partial Number

表格 Form NN8C	,		商業登記號碼 Business Registration
(如涉及超過一名屬非自然人	irs of Authoriz 的獲授權代表,請用總	ed Representa	ntive (Other than Natural Person) tinuation Sheet B if more than 1 authorized representativ
not a natural person, is invol A. 現時在公司註冊處		ticulars Curren	tly Registered with the Companies Registry
中文名稱 Name in Chinese			
英文名稱 Name in English			
3. 更改詳情 Details of	•		
<i>請只填報有更改的項</i>	☐ Please comple	ete item(s) with ci	nange(s) only 生效日其
(a) 獲授權代表的名称	Name of Author	rized Representa	tive Effective D
	中	文 Chinese	日DD 月MM
	英	文 English	
(b) 香港地址 Hong Ko	ng Address		
室/樓/座等 Flat/Floor/Block etc.			目DD 月MM
大廈 Building			
街道/屋苑/地段/村 Street/Estate/Lot/Village	等 etc.		
LE District			
地區 Region	香港/HC	ONG KONG	
(c) 電郵地址 Email Ad	ddress		
			目 DD 月MM
			the following Continuation Sheet(s) / PI-NN8C S
續頁 Continuation Sheet(s	s) A	В	PI-NN8C (<u>不會</u> 供公眾查閱 <u>NOT</u> for Public Insp
頁數 Number of pages			頁數 Number of pages
簽署 Signed:			
姓名 Name :			日期 Date:

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

指明編號 1/2023 (2023 年 12 月) Specification No. 1/2023 (December 2023)

Authorized Representative*

續頁 A Continuation Sheet A

商業登記號碼

Business	Registration	Number

獲授權代表詳情更改 (自然人	()	(第	2項)
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Change in Particulars of Authorized Representative (Natural Person) (Section 2)	

Α	. 現時在公司註冊處登記 中文姓名	的詳情 Particulars Currently Registered with the Co	mpanies Registry
	Name in Chinese		
	英文姓名 姓氏 Name in English Surnam		
	名号 Other Name		
9	身分識別 Identification	* * * (*)	
		香港身分誰 <u>部分號碼</u>	護照部分號碼
• •	可沙兰体 Dataile of Cha		al Number of Passport
10 B	3. 更改詳情 Details of Cha <i>請只填報有更改的項目 F</i>	nge(s) Please complete item(s) with change(s) only	
	(a) 中文姓名 Name in Chi	ese	生效日期 Effective Date
	(u) 1 2 M. Hame III e III		
			日DD 月MM 年YYYY
	(b) 英文姓名 Name in Eng	lish	¬ — — — —
		M. If Company	目DD 月MM 年YYYY
		姓氏 Surname] HOD A MINI # 11111
		名字 Other Names	_
•	(c) 香港地址 Hong Kong /	Address	
	室/樓/座等 Flat/Floor/Block etc.		
	大廈 Building		■ 目DD 月MM 年YYYY
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.		
	ॾ District		
	地區 Region	香港/HONG KONG	
12	(d) 電郵地址 Email Addre	ss	
13	(e) 香港身分離部分號碼	Partial Number of Hong Kong Identity Card	目 DD 月 MM 年 YYYY
	(-) H (0 ×)3 ME H-23 MG	* * * (*)
(須在 PI-NN8C 頁			/ I I I I I I I I I I I I I I I I I I I
填報完整 身分識別號码 Provide full	(f) 護照 Passport		
identification number in		Sh Dillate / John Till January Country (Davis	目 DD 月 MM 年 YYYY
PI-NN8C sh	eeti	發國家/地區 Issuing Country∕Region	TOD HIMM #FILL
		部分號碼 Partial Number	

續頁 B Continuation Sheet B

商業登記號碼

	Business	Registration	Number
Г			
- 1			

A.	現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry					
	中文名稱 Name in Chinese					
	英文名稱 Name in English					
В.	更改詳情 Details of Cha	nge(s)				
	譜只填報有更改的項目 Please complete item(s) with change(s) only					
	(a) 獲授權代表的名稱 Name of Authorized Representative			生效日期 Effective Date		
	(a) 19 19 18 19 19 19 19	ante of Authorized Representative][icclive D		
		dia China	∃ DD	月MM	年	
		中文 Chinese	7			
		英文 English	_			
	(b) 香港地址 Hong Kong Address					
	室/樓/座等 Flat/Floor/Block etc.		H DD	月MM		
	大廈 Building			73 IVIIVI	+	
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.					
	E District					
	地區 Region	香港/HONG KONG				
			_			



PI-NN8C

商業登記號碼							
Business Registration Number							

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



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.

(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。

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).)

	Name in Chinese				
	英文姓名 Name in English	姓氏 Surname			
		名字 Other Names			
17	身分識別 Identifi (a) 香港身分證(nhar)		一 (一)
	(b) 護照 Passport	· —	簽發國家/地區 Issuing Country/Region		
			完整號碼 <u>Full</u> Number		

(交付表格 NN8C 時,講將所有 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》(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。
- 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。
- 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 曾為準從《公司條例》中有關條文的規定而交付處長。

答里

 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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後註冊的公司,商業 登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

公司名稱 (第1項)

8. 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 項)

 (a) 為識別身分,請填報香港身分證的 <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>。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 * * * (*)							

雏昭號碼

N777 JUL 1499	5 M 30 -0							
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)

- 10. 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。
- 11. 請更新獲授權代表的香港地址,本處不接納「轉交」地址及郵政信箱號碼。
- 12. 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。
- 13. (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 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-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。

- 14. 在申報屬非自然人的獲授權代表更改名稱時,須列明新的全名(即中文及英文名稱)。 例如:屬非自然人的獲授權代表的名稱加人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,便須在填報獲授權代表新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。
- 15. 如獲授權代表屬非自然人,請申報其在香港的新營業地址。本處不接納「轉交」地址 及郵政信箱號碼。

獲授權代表詳情更改 (自然人) - 受保護資料 (PI-NN8C)

- 16. 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。
- 17. 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

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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Registration of Non-Hong Kong Company" issued 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.

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

· acoport manner	
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 **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.

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

- 10. 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.
- 11. Please update the Hong Kong address of the authorized representative. 'Care of addresses and post office box numbers are not acceptable.
- 12. 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.
- 13. (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 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 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 'Nil' in the boxes provided. There is no need to submit a PI-NN8C sheet.

- 14. For reporting a change of name of an authorized representative other than a natural person, please state the new name in full (i.e. both English and Chinese names). For example, if the name of an authorized representative other than a natural person 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 authorized representative.
- **15.** For an authorized representative other than a natural person, please report the new business address in Hong Kong if it is changed. 'Care of' addresses and post office box numbers are not acceptable.
 - 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).
- 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 authorized representative.



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

表格 NN9

商業登記號碼

						business keg	istration number				
註 Note											
7	1	公司名稱 Company Name									
	2										
		<u>只需申報有更改的項目</u>	Please com	plete item	(s) with change(s) only					
	(a)	在香港的主要營業地點的 New Address of the Princi	pal Place of								
		(本處不接納非香港地址、「轉交」地址》 室/樓/座等	是郵政信箱號碼 No	on-Hong Kong a	ddresses, 'care of' addres	ses and post office box nur	mbers are not acceptable)				
		国/传/里守 Flat/Floor/Block etc.									
		大廈 Building									
		街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.									
		E District									
		地區									
		Region	香港/HONG KONG								
		生效日期 Effective Date									
					日 DD	月 MM	年 YYYY				
8	(b)	新電郵地址(如適用)									
		New Email Address (if app	licable)								
		生效日期 Effective Date	,								
		土双口朔 Lincolive Date			目 DD	月 MM	年 YYYY				
					B 00	A MINI	ad- 1111				
8	(c)	新香港聯絡電話號碼(如 New Hong Kong Contact		lumbar	+852						
		(if applicable)	relephone i	vuilibei							
		生效日期 Effective Date									
		土双口狗 上			Ħ DD	 月 MM	## NOO!				
3	提	交人資料 Presentor's Refer	ence		請勿填寫本欄 Fo		年 YYYY				
		名/名稱 Name:									
	地	Address:									
	.	¥ Tol· Marie	Eav:				■幾回				
		話 Tel: 傳真 郵 Email:	rax.				医多 罗				
		Reference:					回空袋				

商業登記號碼
Business Registration Number

- 3 在成立為法團所在地方的營業地點 Places of Business in Place of Incorporation 只需申報有更改的項目 Please complete item(s) with change(s) only
- (a) 在成立為法團所在地方的註冊辦事處(或等同於註冊辦事處的地點)的新地址 New Address of the Registered Office (or its equivalent) in Place of Incorporation (本處不接納「轉交」地址 'Care of addresses are not acceptable)

至/模/监等 Flat/Floor/Block etc.			
大厦 Building			
街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.			
區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.			
國家/地區 Country/Region			
生效日期 Effective Date			
	目 DD	月MM	年 YYYY
New Address of the Principal Place of Busine (本處不接納「轉交」地址 'Care of addresses are not accept 室/樓/座等		oration	
Flat/Floor/Block etc.			
Building			
街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.			
區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.			
國家/地區 Country/Region			
生效日期 Effective Date			
A share and sold total title of the base been be	目DD	月MM	年 YYYY
c) 新電郵地址(如適用)			
New Email Address (if applicable)			
生效日期 Effective Date			
	目 DD	月MM	年 YYYY
簽署 Signed :			
性名 Name :	日期 Da	ate :	
董事/公司秘書/經理/獲授	權代表*	目 DD /	月MM / 年Y

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



Director/Company Secretary/Manager/ Authorized Representative*

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

註冊非香港公司更改地址申報表

填表須知 — 表格 NN9

附註

引言

- 如註冊非香港公司在香港的主要營業地點的地址、在其成立為法團所在地方的註冊辦事處(或等同於註冊辦事處的地點)或主要營業地點的地址有任何更改,該公司必須在出現更改的日期後的一個月內,將更改的詳情以本表格交付公司註冊處處長(「處長」) 發記。
- 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、經理或獲授權代表簽署。公司註冊處不接納未簽 妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

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營業地點 (第 2(b)、2(c)及 3(c)項)

 請提供或更新公司的電郵地址及香港聯絡電話號碼以方便聯絡。如電郵地址或聯絡電 話號碼其後有任何更改,亦請以本表格通知公司註冊處。

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

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

Notes for Completion of Form NN9

Introduction

- 1. If there is a change in the address of a registered non-Hong Kong company's principal place of business in Hong Kong, or of its registered office (or its equivalent) or of its principal place of business in its place of incorporation, the company must, within 1 month after the date of the change, deliver a return in this form to the Registrar of Companies (the Registrar) for registration.
- 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 a director, company secretary, manager or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Registration of Non-Hong Kong Company" issued 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.

Principal Place of Business in Hong Kong and Places of Business in Place of Incorporation (Sections 2(b), 2(c) and 3(c))

Please provide or update the email address and contact telephone number in Hong Kong of the company to facilitate communication. If there are any subsequent changes in the email address or the contact telephone number, please also use this form to notify the Companies Registry.



公司註冊處 Companies Registry

註冊非香港公司變更法團名稱申報表 Return of Alteration of Corporate Name of Registered Non-Hong Kong Company

表格 NN10

商業登記號碼

					Business Regist	ration Number
E Note						
8	1	前法團名稱 Former Corporate Name		•		
)	2	新法團名稱 New Corporate Name				
	3	變更的生效日期 Effective Date of the	Alteration			
				日 DD	月MM	年 YYYY
0	4	隨本表格交付的變更法團名稱證明文				
		Name of Document Effecting the Altera	ition of Corp	orate Name	Delivered with	this Form
6	簽	署 Signed :				
	姓	名 Name :		日期 Date	÷ :	
		董事/公司秘書/經理/養	雙授權代表*		日 DD / 月 N	IM / 年YYYY
		Director/Company Secretary	y∕Manager∕			
		Authorized Represent	ative*			
	_	剛去不適用者 Delete whichever does not apply 交人資料 Presentor's Reference	ink /m 4	真寫本欄 For (Official Hea	
3		タス資料 Presentor's Reference 名/名稱 Name:	調がり	長荷平側 I UI V	Jiliciai Use	
	地	址 Address:				
	-	Sec. Tel. Mr Ter Cov.				
	_	話 Tel: 傳真 Fax: 郵 Email:				
	_	號 Reference:				

《公司條例》(第 622 章) 第 778(8) 條規定交付的

註冊非香港公司雙更法團名稱申報表

填表須知 — 表格 NN10

附註

引言

- 1. 註冊非香港公司增加、更改或停用法團名稱,須在有關變更的生效日期後的 1 個月內,向公司註冊處處長(「處長」)交付本表格登記。「法團名稱」就註冊非香港公司而言,指該公司在香港公司登記冊內註冊所用的本土名稱或本土名稱的譯名。
- 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被公司註冊 處接納。
- 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。公司註冊處會以電郵或傳真方式通知提交人親身領取新的註冊證明書。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 鑽從《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。

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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

前法團名稱 (第1項)

8. 請按照公司註冊處發給該註冊非香港公司的最近一份註冊證明書,填報公司的名稱。

新法團名稱 (第2項)

- 9. (a) 除新法團名稱外,請填報在變更的生效日期後,公司繼續在公司註冊處註冊的名稱。
 - (b) 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。

隨本表格交付的變更法團名稱證明文件 (第 4 項)

RETURN OF ALTERATION OF CORPORATE NAME OF REGISTERED NON-HONG KONG COMPANY

For the purposes of section 778(8) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN10

Introduction

- 1. Where there is an addition, change or cessation of corporate name, a registered non-Hong Kong company should, within 1 month after the date of the alteration, deliver a return in this form to the Registrar of Companies (the Registrar) for registration. Corporate name, in relation to a registered non-Hong Kong company, means a domestic name, or a translation of a domestic name, by which the company is registered in the Companies Register of Hong Kong.
- 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 email or fax to collect the fresh 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.

Foc

5. This form must be delivered with the correct fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. Please refer to the information pamphlet on 'Price Guide to Main Services' for the correct fee payable. If the fee is paid by cheque, the cheque should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.

Signature

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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Former Corporate Name (Section 1)

Please state the name of the company as it appeared in the certificate of registration last issued by the Companies Registry.

New Corporate Name (Section 2)

- (a) Apart from the new corporate name, please also state the name which will continue to be registered
 with the Companies Registry after the effective date of the alteration.
 - (b) 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.

Name of Document Effecting the Alteration of Corporate Name Delivered with this Form (Section 4)

10. The document should be the company's certificate of change of name (or its equivalent) issued by the relevant government authority in its place of incorporation showing the alteration and the effective date. If the document is not the original, it must 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. If the alteration relates to an additional translation of the domestic name, this return must be accompanied by a certified translation of the relevant part of the document in accordance with section 7(2) of the Companies (Non-Hong Kong Companies) Regulation (Cap. 622J). In cases where the alteration (adoption, change or cessation) of a translated name is not a result of an alteration of the domestic name, the document includes a special resolution authorizing the alteration and stating the effective date of the alteration.



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

				商業登記 Business Regist						
ote 1	1	公司名稱 Company Name								
		(正進行濟畫	In Liquidation)							
2	2	開始清盤的詳情 Details of Commencement of	f Liquidation							
A	A.	清盤法律程序展開的日期 Date of Commencement of Proceedings for the Liquidation	Ħ DC) 月MM	年 YYYY					
E	В.	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	H DL) AMM	# 1111					
		所在地方的次律法定公司的口朔 Date on which the Notice of Commencement of Liquidation Proceedings was Served on the Company according to the Law of the Place in which such Proceedings were Commenced	目口	月 MM	年YYYY					
c	Э.	展開清盤法律程序所在國家/地區 Country/Region where Proceedings for the Liquid	ation are Commen	nced						
	٥.	清盤方式 Mode of Liquidation 請在適用的空格內加上 ✓ 號 Please tick the relevant box								
		強制清盤 Compulsory Liquidation								
		成員自發清盤 Members' Voluntary Liquidati	on							
		債權人自發濟盤 Creditors' Voluntary Liquid	ation							
	其他清盤方式 (請註明) Others (Please specify)									
3	姓名	Σ人資料 Presentor's Reference 名/名稱 Name: Ł Address:	Official Use							
		岳 Tel: 傳真 Fax: 區 Email:								

> 委任日期 Date of Appointment

For						Bu	siness	Regist	ration	Number
	委任清盤人/臨日 Appointment of Li (如委任超過一名自然人為) as liquidator / provisional I	quidator/ 青盤人/臨時清	Provisional L					natural	person	is appointed
	請在適用的空格內加上	號 Please tick	the relevant box(e	s)						
	身分 Capacity		清盤人 Liquidator		臨時清盤人 Provisional Liqu	ıidator				
	類別 Status		單獨 Sole		共同 Joint		共同及 Joint &	各別 Severa	I	
	中文姓名 Name in Chinese									
	英文姓名 Name in English	姓氏 Surname								
	C	名字 Other Names								
	地址 Address	_								
	室/樓/座等 Flat/Floor/Block etc.									
	大廈 Building									
	街道/屋苑/地段/ Street/Estate/Lot/Vill									
	區/市/省/州/郵 District/City/Province, Postal Code etc.									
	國家/地區 Country/Region									
8	電郵地址 Email Address									
9	身分識別 Identificat	ion								
(須在 PI-NN11 頁 填報完整	(a) 香港身分證部分 Partial Number of		Identity Card				*	*	*	(*)
身分識別號码 Provide full identification number in	(b) 護照 Passport			***						
PI-NN11 she	eet)			簽製	·國家/地區 Issu	uing Cou	ntry / Reg	gion		

部分號碼 Partial Number

月MM

日 DD



年 YYYY

商業登記號碼



商業登記號碼 Business Registration Number

1	委任清盤人/臨時 Appointment of Lice					ther t	han Natural Pers	son)
	(如委任超過一名非自然人為 liquidator, which is not a na				B 填報 Use Con	ntinuatio	n Sheet B if more than	1 liquidator / provisional
	請在適用的空格內加上 🗸	號 Please	tick the rele	vant box((es)			
	身分 Capacity		監人 uidator		臨時清盤人 Provisional Liqu	uidator		
	類別 Status	二 單道 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							
	室/樓/座等 Flat/Floor/Block etc.							
	大廈 Building							
	街道/屋苑/地段/ Street/Estate/Lot/Villa							
	區/市/省/州/郵記District/City/Province/Postal Code etc.							
	國家/地區 Country/Region							
	電郵地址							
	电剪地址 Email Address							
	委任日期 Date of Appointment							



	表格 Form	NN1	1					登記號碼 jistration Number
	Ces		ct as Liq	uidator / Provis			liquidator/provision	al liquidator ceased to act)
				的詳情 Particula		ly Registered w	ith the Compar	ies Registry
	身: Ca	分 pacity		清盤人 Liquidator		臨時清盤人 Provisional Li	quidator	
		盤人/臨時清 rticulars of Liq		情(自然人) rovisional Liquidate	or (Natural F	Person)		
		文 姓 名 me in Chinese						
		文姓名 me in English	姓氏 Surname					
		Of	名字 her Names					
0	身:	分識別 Identif	ication					
	(a)	香港身分證 Partial Numl		Kong Identity Card			*	* * (*)
	(b)	護照 <u>部分號</u> Partial Numl		port				
	或	OR						
				情 (非自然人) rovisional Liquidate	or (Other tha	an Natural Perso	n)	
		文名稱 me in Chinese						
		文名稱 me in English						
		F II # D-4-	of Cons				1	T
D	伊 ·	任日期 Date	or Cessat	1011		目 DD	月MM	年YYYY



表格 Form NN11	商業登記號碼 Business Registration Number								
6 清盤方式更改 Change in Mode of Liquidation	L								
A. 生效日期 Effective Date	∃ DD	月MM	年 YYYY						
B. 更改後的清盤方式 Mode of Liquidation after Cha 新在週用的空格内加上 / 號 Please tick the relevant box 強制清盤 Compulsory Liquidation 成員自發清盤 Members' Voluntary Liquidat 債權人自發清盤 Creditors' Voluntary Liquidat 其他清盤方式 (講註明) Others (Please spe	ion dation	^							
7 清盤人/臨時清盤人詳情更改 (自然人) Change in Particulars of Liquidator / Provisional Liquidator (Natural Person) (知法及超過一名屬自然人的清盤人/臨時清盤人・結用續頁 D 填報 Use Continuation Sheet D if more than 1 liquidator / provisional liquidator, who is a natural person, is involved)									
A. 現時在公司註冊處登記的詳情 Particulars Curre中文姓名	ntly Registered wit	h the Companie	es Registry						
Name in Chinese									
英文姓名 Name in English <u>维氏</u> Surname									
名字 Other Names									



(a) **香港身分證<u>部分號碼</u>**Partial Number of Hong Kong Identity Card

身分識別 Identification

(b) 護照<u>部分號碼</u> <u>Partial Number</u> of Passport

商業登記號碼								
Business Registration Number								

- 7 清盤人/臨時清盤人詳情更改 (自然人) (領上町)
 Change in Particulars of Liquidator / Provisional Liquidator (Natural Person) (contd)
- B. 更改詳情 Details of Change(s)

	請只填報有更改的項目 Please complete item(s) with change(s) only			
	(a) 中文姓名 Name in Chinese		生效日期 fective Da	
	(4)		ICCLIVE DE	
		∃ DD	月MM	年 YYYY
	(b) 英文姓名 Name in English			
	姓氏 Surname	日 DD	月MM	年 YYYY
	名字 Other Names			
	(c) 地址 Address			
	室/樓/座等 Flat / Floor / Block etc.			
	大廈 Building	H DD	月MM	年 YYYY
	街道/壓苑/地段/村等 Street / Estate / Lot / Village etc.			
	區/市/省/州/郵遞區號等 District/City/Province/State/ Postal Code etc.			
	國家/地區 Country/Region			
	(d) 電郵地址 Email Address			
14				
		H DD	月MM	年 YYYY
15	(e) 香港身分證 <u>部分號碼 Partial Number</u> of Hong Kong Identity Card			
(須在 PI-NN11 頁	* * * (*)			
填報完整 身分識別號碼		B DD	月MM	年 YYYY
Provide full identification number in	(f) 護照 Passport			
PI-NN11 sheet)				
	簽發國家/地區 Issuing Country/Region	∄ DD	月MM	年 YYYY
	部分號碼 Partial Number 蒜在適用的空格內加上 ✓ 號 Please tick the relevant box			
				T
	(g) 類別 Status 單獨 共同及各別 Sole Joint Joint & Several			
		∃ DD	月MM	年 YYYY

8 清盤人/臨時清盤人詳情更改 (非自然人)

M NN11					Busine	商業登 ess Regis	記號碼 stration	Number
清盤人/臨時清盤人記 Change in Particulars c (均涉及超過一名屬非自然人的清盤 liquidator, which is not a natural pe 現時在公司註冊處登記	of Liquida 人/臨時清盤 erson, is invol	ntor / Pro 智人,請用續引 (ved)	visional 頁E填報 U	se Continuation S	heet E if m	ore than 1 l	iquidator/	provisional
中文名稱	沙叶月「	articulars	Currently	Registered v	vitil tile (Jonipani	es Regis	ы
Name in Chinese								
英文名稱 Name in English								
更改詳情 Details of Chan	ge(s)							
<i>請只填報有更改的項目 P</i>	lease comp	olete item(s) with cha	nge(s) only			生效日期	1
(a) 中文名稱 Name in Chir	iese						ffective Da	
(b) 英文名稱 Name in Eng	ish					目 DD	月MM	年YYYY
(c) 地址 Address								
室/樓/座等 Flat / Floor / Block etc.								
大廈 Building						Ħ DD	月MM	年 YYYY
街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.								
區/市/省/州/郵鐵區號: District/City/Province/State/ Postal Code etc.								
國家/地區 Country / Region								
(d) 電郵地址 Email Addres	s							
- ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・	se tick the re	levent hov				∄ DD	月MM	年 YYYY

(如涉及超過一名屬非自然人的清盤人/臨時清盤人,請用續頁 E 填報 Use Continuation liquidator, which is not a natural person, is involved) 理時在公司註冊處登記的詳情 Particulars Currently Registere

Λ.	元吋在公司在间板	E 主 品 印 开 间 T diticulars out tently Registered with the Companies Registry
	中文名稱 Name in Chinese	

13

Name in English				
_ . 更改詳情 Details of (Change(s)			
請只填報有更改的項	Please complete item(s) with change(s) only		生效日期	
(a) 中文名稱 Name in	Chinese	E	ffective Da	ite
(b) 英文名稱 Name in	English	日 DD	月MM	年 YYYY
(b) 天文石格 Name III	Liigiisii			
() the till Address				
(c) 地址 Address 室/樓/座等				
Flat / Floor / Block etc.				
大廈 Building		Ħ DD	月MM	年YYYY
街道/屋苑/地段/村 Street/Estate/Lot/Village				
區/市/省/州/郵遞 District/City/Province/S Postal Code etc.				
國家/地區 Country / Region				
(d) 電郵地址 Email Ad	ddress			
		Ħ DD	月MM	年 YYYY
請在適用的空格內加上 ✓ 勁 (e) 類別 Status	Please tick the relevant box 單獨			
		■ DD	月MM	年 YYYY

本通知書包括下列體百/PI-NN11頁 This Notice includes the following Continuation Sheet(s)/PI-NN11 Sheet(s)

1 100 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1					3	
續頁 Continuation Sheet(s)	Α	В	С	D	Е	PI-NN11 (<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

日期 Date: 姓名 Name 董事/公司秘書/經理/獲授權代表/

> 清盤人/臨時清盤人* Director/Company Secretary/Manager/Authorized

Representative/Liquidator/Provisional Liquidator*

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



日 DD /月MM/年YYYY

續頁 A Continuation Sheet A

商業登記號碼

Business Registration Number									

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)

	請在適用的空格內加上	: 🗸 號 Please tick	the relevant bo	ox(es)				
	身分 Capacity		清盤人 Liquidator		臨時清盤 Provisiona	人 Il Liquidator		
	類別 Status		單獨 Sole		共同 Joint		共同及各別 oint & Sever	
	中文姓名 Name in Chinese							
	英文姓名 Name in English	姓氏 Surname						
		名字 Other Names						
	地址 Address							
	室/樓/座等 Flat/Floor/Block et	с.						
	大廈 Building							
	街道/屋苑/地 段 Street/Estate/Lot/							
	區/市/省/州/ District/City/Provir Postal Code etc.							
	國家/地區 Country/Region							
8	電郵地址 Email Address							
9	身分識別 Identifi	cation						
(須在 PI-NN11 頁 填報完整 身分識別號码		部分號碼 per of Hong Kong	Identity Card	1			*	* * (*)
Provide full identification	(b) 護照							
number in PI-NN11 she				*	發國家 /出	Issuing Cour	ntry / Region	
				-	部分號	碼 Partial Nun	nber	
	委任日期 Date of Appointme	ant						
	Date of Appointme	J116	L	日	DD	<u> </u> 月 M	M	年 YYYY



續頁 B Continuation Sheet B

商業登記號碼

Business Registration Number

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)

lease	tick the relevant box((es)				
	清盤人 Liquidator		臨時清盤人 Provisional Liquidate	or		
	單 獨 Sole		共同 Joint		共同及各別 Joint & Several	
ic.						
就等 e/						
			пор		ВММ	年 YYYY
		清盤人 Liquidator 單獨 Sole	Liquidator 單獨 Sole	清盤人 Liquidator Provisional Liquidate 車獨 Sole Joint c.	清盤人 Liquidator Provisional Liquidator 単獨 共同 Joint c. c. kk等 e	清盤人 Liquidator Provisional Liquidator 單獨 共同 Joint & Several c. c. k等 e



續頁 C Continuation Sheet C

商業登記號碼

14 X 32 10 3/1 44				
Business Registration Number				

清盤人/臨時清盤人的停任 (第5項)

Cessation to Act as Liquidator / Provisional Liquidator (Section 5)

身分	□ 臨時滑盤人 Provisional Liquidator (Natural Person) ** * *	
Particulars of Liquidator/Provisional Liquidator 中文姓名 Name in Chinese 英文姓名 Name in English Surname 2字 Other Names 身分識別 Identification (a) 香港身分證部分號碼 Partial Number of Hong Kong Identity Card		
英文姓名 Mame in Chinese 英文姓名 Name in English Surname Other Names 身分識別 Identification (a) 香港身分證部分號碼 Partial Number of Hong Kong Identity Card	* * *	
Name in English Surname A字 Other Names 身分識別 Identification (a) 香港身分證部分號碼 Partial Number of Hong Kong Identity Card	* * *	
身分識別 Identification (a) 香港身分證 <u>新分號碼</u> Partial Number of Hong Kong Identity Card	* * *	(;
(a) 香港身分證 <u>部分號碼</u> <u>Partial Number</u> of Hong Kong Identity Card	* * *	(;
Partial Number of Hong Kong Identity Card	* * *	(;
(b) 護照部分號碼		
Partial Number of Passport		
或 OR		
清盤人/臨時清盤人的詳情(非自然人) Particulars of Liquidator/Provisional Liquidator	(Other than Natural Person)	
中文名稱 Name in Chinese		
英文名稱 Name in English		
停任日期 Date of Cessation		



續頁 D Continuation Sheet D

商業登記號碼

Business Registration Number 清點人/臨時清點人詳情更改 (自然人)(第7項) Change in Particulars of Liquidator / Provisional Liquidator (Natural Person) (Section 7) A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry 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 (b) 護照部分號碼 香港身分體部分號碼 (a) Partial Number of Hong Kong Identity Card Partial Number of Passport B. 更改詳情 Details of Change(s) 13 請只填報有更改的項目 Please complete item(s) with change(s) only 生效日期 Effective Date (a) 中文姓名 Name in Chinese **B** DD 月MM 年 YYYY (b) 英文姓名 Name in English 姓氏 Surname H DD 月MM 名字 Other Names (c) 地址 Address 室/樓/座等 Flat / Floor / Block etc. 月MM 年YYY 大廈 Building 街道/屋苑/地段/村等 Street / Estate / Lot / Village etc. 區/市/省/州/郵遞區號等 District / City / Province / State / Postal Code etc. 國家/地區 Country/Region (d) 電郵地址 Email Address 生效日期 Effective Date 14 日 DD 月MM (e) 香港身分證部分號碼 Partial Number of Hong Kong Identity Card 15 * (須在 PI-NN11 百 **B** DD **H** MM 填報完整 (f) 護照 Passport 身分識別號碼 Provide full identification number in PI-NN11 sheet) Ħ DD 月MM 年 YYYY 簽發國家/地區 Issuing Country/Region 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 單獨 共同 共同及各別 Sole Joint Joint & Several

日 DD

續頁 E Continuation Sheet E

商業登記號碼

Business	Registration	Number

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	登記的詳憶	青 Partic	ulars Currer	tly Registered	with the C	ompanie	s Regis	try
	中文名稱 Name in Chinese								
	英文名稱 Name in English								
13 B.	更改詳情 Details of	f Change(s))						
	譜只填報有更改的項	質目 Please	complete	item(s) with	change(s) only			生效日期	i
	(a) 中文名稱 Name	in Chinese						fective D	
							∃ DD	FI MM	年 YYYY
	(b) 英文名稱 Name	in English					a 00	H MM	# 1111
	(c) 地址 Address								
	室/樓/座等 Flat/Floor/Block etc.								
	大廈 Building						∃ DD	月MM	年 YYYY
	街道/屋苑/地段/ Street/Estate/Lot/Villa								
	區/市/省/州/郵 District/City/Province/ Postal Code etc.								
	國家/地區 Country / Region								
	(d) 電郵地址 Email	Address							
14)									
	請在適用的空格內加上	號 Please tick	the relevar	nt box			∃ DD	月MM	年 YYYY
	(e) 類別 Status	單獨 Sole		共同 Joint	具 共同及 Joint &	各別 Several			
							Ħ DD	月MM	年 YYYY



PI-NN11

商業登記號碼						
Business Registration Number						

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

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>。

(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。

The <u>full number</u> of Hong Kong Identity Card or passport of the Liquidator / Provisional Liquidator should be reported on this page.

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).) 請在適用的空格內加上 ✓ 號 Please tick the relevant box 身分 清盤人 臨時清盤人 Capacity Provisional Liquidator Liquidator 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(完整號碼) Hong Kong Identity Card (Full Number) ((b) 護照 簽發國家/地區 Issuing Country/Region Passport 完整號碼 Full Number

《公司條例》(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(以較遲的日期為準)後的15日內交付慮長。
 - (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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的 首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後註冊的公 司,商業登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的 絕號。

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)

8. 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。

9. (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 (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

200 7111 WH - 1-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) **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。

清盤人/臨時清盤人的停任 (第 5 項)

- 10. (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>有關填報身分識別的<u>部分數碼</u>的詳情及例 子,請參閱附註 9。
 - (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」。

11. 如清盤人或臨時清盤人去世,請申報其去世目期,作為停任日期。

清盤人/臨時清盤人詳情更改 (第7及8項)

- 12. (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 9。
 - (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」。
- 13. 請在適當的空格內申報清盤人或臨時清盤人的新詳估,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。
- 14. 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。
- 15. (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 那分號碼及簽發國家/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) **證勿**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)

16. 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,請另加 PI-NN11 頁填報。

17. 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,請填報其所持護照的完整號碼及簽養國家/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

5. 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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Registration of Non-Hong Kong Company" issued 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. 9. (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.

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) 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)

- 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. Please refer to Note 9 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 <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. 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)

- 12. (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 9 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 <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.
- 13. 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.
- 14. 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.
- 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 liquidator or provisional liquidator. 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 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 'Nil' 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)

- 16. Hong Kong Identity Card number or passport number reported on PI-NN11 sheet are 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).
- 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 liquidator or provisional liquidator.



註冊非香港公司在香港經營業務時 採用的經批准名稱申報表

Return of Approved Name for Carrying on Business in Hong Kong by Registered Non-Hong Kong Company

表格 NN12

				商業登記號碼 Business Registration Number
註 Note				
8	1	法團名稱 Corporate Name		
	2	在香港經營業務時採用的經批准名稱 Approved Name for Carrying on Business in	Hong Kong	
		(請填報 A 或 B 項 Please complete Section A or B as appropriat		
9	Α.	根據《公司條例》(第 622 章)第 782 條經公司 Name approved by the Registrar of Companies fo 782 of the Companies Ordinance (Cap. 622)		
3	提	交人資料 Presentor's Reference	請勿填寫本欄 For O	fficial Use
	姓	名/名稱 Name:		
	地	址 Address:		
	電	話 Tel: 傳真 Fax:		
	_	Semail:		
	168	Reference:		

表格	NI	N	4	9
Form	N	IN	П	4

商業登記號碼						
Business Registration Number						

2	在香港經營業務時採用的經批准名稱 (續上頁)	
	Approved Name for Carrying on Business in Hong Kong	(cont'd)

В.	根據《公司條例》第 785 條更改經公司註冊處處長批准在香港經營業務時採用的名稱
	Change of the name approved by the Registrar of Companies for carrying on business in Hong
	Kong under section 785 of the Companies Ordinance

(a)		註冊處處長批准在香港經營業務時採用的) ner name approved by the Registrar of Compar	
(b)	根據《	公司條例》第 785 條經公司註冊處處長批	准在香港經營業務時採用的新名稱
		me approved by the Registrar of Companies 785 of the Companies Ordinance	for carrying on business in Hong Kong u
簽署:	Signed :		
姓名	Name :	董事/公司秘書/經理/獲授權代表*	日期 Date : 日DD / 月MM / 年

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

《公司條例》(第 622 章) 第 782(4)及 785(4)條規定交付的

註冊非香港公司在香港經營業務時採用的經批准名稱申報表

填表須知 — 表格 NN12

附註

引言

- 1. 如註冊非香港公司因為某法團名稱或因為相對某法團名稱而言的經批准名稱,獲公司註冊處處長(「處長」)根據第 780(1)條送達通知,則該公司可向處長提出書面申請,要求批准另一名稱,作為該公司在香港經營業務時採用的名稱。註冊非香港公司亦可向處長提出書面申請,要求更改該公司的經批准名稱。該公司獲處長批准名稱/新名稱後,須在本表格內指明該名稱,並將本表格交付處長登記。
- 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被公司註冊 處接納。
- 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。公司註冊處會以電郵或傳真方式通知提交人親身領取新註冊證明書。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 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

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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位 數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後註冊的公司,商業登記號 碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

法團名稱 (第1項)

8. 請按照公司註冊處發給該註冊非香港公司的最近一份註冊證明書,填報公司的名稱。

在香港經營業務時採用的經批准名稱 (第2項)

- 9. (a) 申報表內指明的名稱必須已獲處長批准。
 - (b) 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。

RETURN OF APPROVED NAME FOR CARRYING ON BUSINESS IN HONG KONG BY REGISTERED NON-HONG KONG COMPANY

For the purposes of sections 782(4) and 785(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN12

Introduction

- 1. If a registered non-Hong Kong company is served with a notice under section 780(1) for a corporate name or for an approved name in relation to a corporate name, the company may apply in writing to the Registrar of Companies (the Registrar) for approval of another name under which the company is to carry on business in Hong Kong. A registered non-Hong Kong company may also apply in writing to the Registrar for change of an approved name. After approval is given by the Registrar, the company should deliver to the Registrar for registration a return in this form specifying the name/new name so approved.
- 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 email or fax to collect the fresh 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 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 a director, company secretary, manager or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Corporate Name (Section 1)

Please state the name of the company as it appeared in the certificate of registration last issued by the Companies Registry.

Approved Name for Carrying on Business in Hong Kong (Section 2)

- 9. (a) The name specified in the return must have been approved by the Registrar.
 - (b) 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.



註冊非香港公司 不再在香港設有營業地點通知書

Notice of Cessation of Place of Business in Hong Kong of Registered Non-Hong Kong Company

表格 NN13

商業登記號碼 **Business Registration Number** 許 Note 1 公司名稱 Company Name 2 公司不再在香港設有營業地點的日期 Date of Cessation of the Company's **∃** DD 月MM Place of Business in Hong Kong 簽署 Signed : 日期 Date : 日DD / 月MM / 年YYYY 姓名 Name 董事/公司秘書/經理/獲授權代表* Director/ Company Secretary/ Manager/ Authorized Representative* *請刪去不適用者 Delete whichever does not apply 提交人資料 Presentor's Reference 請勿填寫本欄 For Official Use 姓名/名稱 Name: 地址 Address:

傳真 Fax:

電話 Tel:

電郵 Email: 檔號 Reference:

(公司條例) (第 622 章) 第 794(1) 條規定交付的

註冊非香港公司不再在香港設有營業地點通知書

填表須知 — 表格 NN13

附註

引言

- 如註冊非香港公司不再在香港設有營業地點,該公司須在不再在香港設有營業地 點後的 7 日內,以本表格將關於該事實的通知交付公司註冊處處長(「處長」) 登記。
- 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。
- 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

 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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的 首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後註冊的 公司,商業登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上 的編號。

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。

NOTICE OF CESSATION OF PLACE OF BUSINESS IN HONG KONG OF REGISTERED NON-HONG KONG COMPANY

For the purposes of section 794(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN13

Introduction

- If a registered non-Hong Kong company ceases to have a place of business in Hong Kong, the company must, within 7 days after the cessation, deliver to the Registrar of Companies (the Registrar) a notice of that fact in this form for registration.
- 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 or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Registration of Non-Hong Kong Company" issued 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.



註冊非香港公司解散通知書 Notice of Dissolution of Registered Non-Hong Kong Company

表格 NN14

商業登記號碼 **Business Registration Number** 註 Note □ 1 公司名稱 Company Name 2 解散日期 Date of Dissolution **H** DD 月MM 年 YYYY ■ 3 使公司得以解散的文書名稱 Name of Instrument Effecting the Dissolution 有關文書的經核證副本必須連同本表格交付 A certified copy of the relevant instrument must be delivered with this form 4 確認書 Confirmation 本人確認有權代表該公司。 I confirm that I have authority to act on behalf of the Company. 簽署 Signed : 日期 Date : 日DD / 月MM / 年YYYY 姓名 Name 董事/公司秘書/經理/ 獲授權代表/清盤人* Director/Company Secretary/Manager/ Authorized Representative/Liquidator* *請刪去不適用者 Delete whichever does not apply 3 提交人資料 Presentor's Reference 譜勿填寫本欄 For Official Use 姓名/名稱 Name: 地址 Address:

傳真 Fax:

電話 Tel:

電郵 Email: 檔號 Reference:

《公司條例》(第 622 章) 第 795(1)條規定交付的

註冊非香港公司解散通知書

填表須知 — 表格 NN14

附註

引言

- 如註冊非香港公司解散,該公司的獲授權代表須在解散日期後的15日內,將關於解散一事的通知,以本表格交付公司註冊處處長(「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 格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

簽署

 本表格可由一名前董事、公司秘書、經理、獲授權代表或清盤人簽署。公司註冊 處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的維號。

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。

使公司得以解散的文書名稱 (第3項)

8. 本表格必須連同一份使該公司得以解散的文書的經核證副本一併交付。如該文書既非採用英文亦非採用中文,則只須交付該文書的經核證英文或中文譯本。交付的文書須顯示有關解散的生效日期。

NOTICE OF DISSOLUTION OF REGISTERED NON-HONG KONG COMPANY

For the purposes of section 795(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN14

Introduction

- If a registered non-Hong Kong company is dissolved, an authorized representative of the company must, within 15 days after the date of dissolution, deliver a notice of dissolution 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.

Signature

This form can be signed by a former director, company secretary, manager, authorized representative or liquidator of the company. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Registration of Non-Hong Kong Company" issued 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.

Name of Instrument Effecting the Dissolution (Section 3)

8. This form should be delivered with a certified copy of the instrument effecting the dissolution or, in the case of an instrument not in English or Chinese, a certified translation of the instrument in English or Chinese. The instrument delivered should show the effective date of the dissolution.



註冊非香港公司修改帳目陳述書 Statement of Revision of Accounts of Registered Non-Hong Kong Company

^{表格} NN15

							Bu	商業登詢 siness Regist	己號碼 ration Number
Note									
	1	公司名稱	Company Nan	ie					
	2	本公司現	按照《公司》	孫例》(第62	22 章)第 7	90(4)	條作品	出預警陳並	【 一 公司的
			根據《公司條						(0 000) -
		warning s	lance with se statement is h	ereby given	that the o	lirector	s of t	he compar	ny decided to
			e following a	accounts of	the com	pany u	nder	section 7	790(1) of the
		Companie	oramance.						
		涵蓋以下	會計期的帳目	Accounts C	overing the	Period			
					至				
					То				
		H DD	月MM	年 YYYY		日	טט	月MM	年 YYYY
	盆里	Signed:							
		Name :				H 480	Data		
	雅名	E Name :	董事/公司移	書/經理/2	雙授權代表*	口期	Date :		MM / 年YYYY
			Director/ Com	, ,	0				
				zed Representa	ative*				
			lete whichever does		l				
		交人資料 Pro 名/名稱 Na	esentor's Refere me:	nce	請勿	填寫本欄	For	Official Use	
		Address:							
	18	話 Tel:	傳真 F	av:					
		Baren. ■ Email:	14.5	un.					

檔號 Reference:

《公司條例》(第 622 章) 第 790(4) 條規定交付的

註冊非香港公司修改帳目陳述書

填表須知 — 表格 NN15

附註

引言

- 如註冊非香港公司的董事決定根據《公司條例》第790(1)條修改帳目,該公司 須在該決定作出後的15日內,將一份並明該帳目將會根據該條款修改的預警陳 述,以本表格交付公司註冊處處長(「處長」)登記。
- 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。
- 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、經理或獲授權代表簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

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。

STATEMENT OF REVISION OF ACCOUNTS OF REGISTERED NON-HONG KONG COMPANY

For the purposes of section 790(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN15

Introduction

- If the directors of a registered non-Hong Kong company decide to revise any accounts of the company under section 790(1) of the Companies Ordinance, the company must, within 15 days after the decision, deliver to the Registrar of Companies (the Registrar) for registration a warning statement, in this form, that the accounts will be so revised.
- 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 or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Registration of Non-Hong Kong Company" issued 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.



法團成立表格 (股份有限公司) Incorporation Form

Incorporation Form (Company Limited by Shares)

表格 Form NNC1

註 Note								
● 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								
		建議採用的公司英文名	稱 Proposed English Compan	y Name				
		建議採用的公司中文名	稱 Proposed Chinese Compa	ny Name				
9	2	公司類別 Type of Com	nany					
•	_	游在適用的空格內加上 ✓ 號 Plea						
		■ 私人 P	rivate	公眾 Public				
10		擬經營業務性質 Nature	of Proposed Business					
_		編碼 Code		Description				
0	3	公司在香港的註冊辦事		Office in House Kons				
			he Company's Registered(清箱號碼 'Care of' addresses and post of					
		室/樓/座等						
		Flat / Floor / Block etc.						
		大廈 Building						
		街道/屋苑/地段/村等						
		Street / Estate / Lot / Village etc.						
		E District						
		地區	香港/HONG KON	G				
A	提交	Region 人資料 Presentor's Refere		請勿填寫本欄 For Official Use				
	中文	姓名/名稱						
	Name	e in Chinese						
		姓名/名稱 e in English		7				
	Ivallic	s III Erigiisii						
	地址			=				
	Addre	ess						
	電話	Tel	傳真 Fax		鳳鶲凰			
	電郵	Email			翻翻			
				1.1				

檔號 Reference

② 4 公司的聯絡資料 Contact Information of the Company

電郵地址 Email Address		
香港聯絡電話號碼 Hong Kong Contact Telephone Number	+852	

❽ 5 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

Onaro Supitar a	onare dupital and initial onarenolatings on the dompany 3 i officiation							
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 單位 Currency	創辦成員認購的 股本總額 Total Amount of Share Capital to be Subscribed by Founder Members	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	建議發行的股份的 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 Proposed to be Issued (a) – (b)			
總值 Total								

4 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.)



創辦成員 Founder Mem (如超過一名創辦成員,請用續頁A	1bers 填報 Use Continuation Sheet A if n	nore than 1 founder me	mber)		
中文姓名/名稱 Name in Chinese				<u> </u>	
英文姓名 姓氏 Name in English Surname					
名字 Other Names					
或 OR					
英文名稱 Name in English					
地址 Address					
室/模/座等 Flat / Floor / Block etc.					
大廈 Building					
街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.					
區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.					
國家/地區 Country/Region					
部購的股本 Share Capital to be Subscribed	股份的類別 (如普通股/優先股等)	建議向該成員發行的股份數目 Shares Proposed to be Issued to the Member			
	Class of Shares (e.g. Ordinary / Preference etc.)	總數 Total Number	貨幣單位 Currency	總款額 Total Amount	
	線倌 Total				
	WO JEE - S TON				



- 15 7 首任公司秘書 First Company Secretary
 - A. 公司秘書(自然人) Company Secretary (Natural Person)

(如超過一名公司秘書屬自然人,請用續頁 B 填報 Use Continuation Sheet B if more than 1 company secretary is a natural person)

	(知)地灣 石公司配管廟日然八、明八	ガ郷員 日 呉祝 じると じ	Ontinuation C	sileet Bil Illore tilali i col	ilpaily secretary is	a riaturar persori)	
•	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						\neg
	Alias						
		中文 Chinese			英文 English		—
_	表准语如此社 Hong Kong C		ddrocc		3		
18	香港通訊地址 Hong Kong C (本處不接納郵政信箱號碼 Post office			le)			
	室/樓/座等						\neg
	Flat / Floor / Block etc.						
							닉
	大廈						
	Building						
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.						
	E District						
	AL TE						三
	地區 Region	香港/HC	NG KO	ONG			
	_						믁
19	電郵地址 Email Address						
20	身分識別 Identification						
•	(a) 香港身分證部分號碼						
(須在 PI-NNC1 頁	Partial Number of Hong Kong	Identity Card			* *	* (*	(
填報完整	//) and there						_
身分識別號碼 Provide full		國家/地區 intry/Region					
identification number in		,					_
PI-NNC1 sheet)	Pa	部分號碼 irtial Number					
21	信託或公司服務提供者牌照 請填報牌照編號或在適用的空格內加				hox		
	牌照編號	'		原因 Reason:	200		_
	PR 職 就 Licence No.		有牌照 puired to	JR M Reason.			
			a licence				



16	1	目任公司秘鲁 FIFST CO	ompany Secretary (續上頁 cont'd)
22	B.		ompany Secretary (Body Corporate) · 請用續頁 C 填報 Use Continuation Sheet C if more than 1 company secretary is a body corporate)
		中文名稱 Name in Chinese	
		英文名稱 Name in English	
23		香港地址 Hong Kong Addr (本處不接納「轉交」地址及郵政(Pess 信箱號碼 'Care of' addresses and post office box numbers are not acceptable)
		室/樓/座等 Flat/Floor/Block etc.	
		大廈 Building	
		街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.	
		District	
		地區 Region	香港/HONG KONG
19		電郵地址 Email Address	
24		商業登記號碼 Business R	egistration Number
21			・順 Trust or Company Service Provider Licence 加止く 號 Please provide the licence no. or tick the relevant box
		牌照編號 Licence No.	無須領有牌照 Not required to obtain a licence



- 16 8 首任董事 First Directors
 - A. 董事(自然人) Director (Natural Person)

	(刈)地20一石里尹勝日	松八,胡用鲷 与	U 與報 USE CU	nunuauon s	sneet D ii more tri	an runectoris	a riaturar	person)		
25	中文姓名 Name in Chinese									
	英文姓名 Name in English									
	-	氏 me								
	名 Other Nan	字 nes								
	前用姓名 Previous Names									
			中文 Chinese			英	文 Englis	h		
	別名 Alias									
			中文 Chinese			英	文 Englis	h		
26 第在	通訊地址 Corres (本處不接納郵政信箱			are not acce	eptable)					
PI-NNC1 頁 真報董事 西常住址	室/樓/座等 Flat/Floor/Block e	etc.								
esidential ddress in	大廈 Building									
PI-NNC1 sheet)	街道/屋苑/地段 Street/Estate/Lot									
	區/市/省/州/ District/City/Prov State/Postal Code	ince/								
	國家/地區 Country / Region									
②	電郵地址 Email Address									
28	身分識別 Identif	fication								
(須在 PI-NNC1 頁	(a) 香港身分證剖 Partial Number		Identity Card				*	*	*	(*)
填報完整 身分識別號碼 Provide full identification	(b) 護照 Passport		發國家/地區 Country/Region							
number in PI-NNC1 sheet)	1		部分號碼 Partial Number							
31	DE 不	All directors o	of the company a	are advise	製的《董事責任 I to read 'A Guid the general dutie	le on Directors	' Duties'	published	by the	
32		上 / 號 Pleas E公司成立》	e tick the relevan 為法團時擔任	t box 其董事	,並確認本人 poration and co			ed the age	of 18 ye	ears.
	簽署 Signed	:							_	
	The Consent		ector will be deli		的日期後 15 registration not			the date of		

表格 Form NNC1

6	8	首任董事 First Directors	6 (練上頁 cont'd)
	В.	董事(法人團體) Director (如超過一名董事屬法人團體, 請用總	Body Corporate) 複頁 E 填痕 Use Continuation Sheet E if more than 1 director is a body corporate)
		中文名稱 Name in Chinese	
		英文名稱 Name in English	
9		地址 Address (本處不接納「轉交」地址及郵政信律	音號碼 'Care of ' addresses and post office box numbers are not acceptable)
		室/樓/座等 Flat/Floor/Block etc.	
		大廈 Building	
		街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.	
		區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.	
		國家/地區 Country/Region	
7		電郵地址 Email Address	
30		商業登記號碼 Business Reg (只適用於在香港註冊的法人團體 O	ilstration Number nly applicable to body corporate registered in Hong Kong)
D		Advisory Note All directors of	的應閱讀公司註冊應編製的〈董亭實任指引〉,並熟悉該指引所概遂的董亭一般實任。 f the company are advised to read 'A Guide on Directors' Duties' published by the Companies cquaint themselves with the general duties of directors outlined in the Guide.
2		出任董事職位同意書 Conse 請在適用的空格內加上 ✓ 號 Pleas	
		本人獲上述法人團體	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。 e above body corporate, confirm that the body corporate consents to be a director of this
		簽署 Signed :	
		姓名 Name :	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
			會於公司成立為法團的日期後 15 日內交付登記。 ector will be delivered for registration not later than 15 days after the date of incorporation of

表格 Form NNC1

本人現核讚 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)授權答署本券終。

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 natural person ordinarily resides in Hong Kong.

(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622章)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 (Cap. 622). 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 complied with.

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

續頁 Continuation Sheet(s)	Α	В	С	D	E
頁數 Number of pages					

PI-NNC1 (<u>不會</u> 供公眾查閱 <u>NOT</u> for P	ublic Inspection)
頁數 Number of pages	

v	簽署	Signed
---	----	--------

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



續頁 A Continuation Sheet A

創辦成員詳	清 (第 6 項)	Details of Founder M	embers (Section	n 6)			
中文姓名/名 Name in Chine							
英文姓名 Name in Englis	姓氏 Surname						
	名字 Other Names						
或 OR							
英文名稱 Name in Englis	sh						
地址 Addres	s						
室/樓/座等 Flat/Floor/Bl	ock etc.						
大廈 Building							
街道/屋苑/ Street/Estate/	地段/村等 /Lot /Village etc.						
區/市/省/ District/City/ State/Postal	M/郵選區號等 Province/ Code etc.						
國家/地區 Country/Regio	on						
認購的股本 Share Capital t	to be Subscribed	股份的類別 (如普通股/優先股等)		向該成員發行 oposed to be lss	的股份數目 sued to the Member		
		Class of Shares (e.g. Ordinary / Preference etc.)	總數 Total Number	貨幣單位 Currency	總款額 Total Amount		
		線倌 Total					
		WO LEE . T. T.					

表格 Form NNC1

續頁 B Continuation Sheet B

16 首任 Deta	公司秘書(ills of First (自然人)詳情 Company Secr	(第 7A 項 etary (Nat	頁) tural Pe	rson) (Sectio	n 7A)				
0	中文姓名 Name in Chi	inese									
	英文姓名 Name in Eng	ılish									
	:	姓氏 Surname									
	Othe	名字 er Names									
	前用姓名 Previous Nam	nes									
			中文 Chine	ese				英文 Eng	glish		
	別名 Alias										
	7 11140		中文 Chine	929				英文 Eng	nlieh		
	未准备如果	址 Hong Kong C			roce			光义 □(giisii		
18		政信箱號碼 Post offi				e)					
	室/樓/座等 Flat/Floor/B										
	大廈 Building										
	街道/屋苑/ Street/Estate	/地段/村等 :∕Lot∕Village etc.									
	LE District										
	地區 Region		香港/	HON	G KO	NG					
19	電郵地址 Email Addre	ess									
20	身分識別 ld	lentification									
(須在 PI-NNC1 頁 填報完整 身分識別號碼		↑證 <u>部分號碼</u> <u>Imber</u> of Hong Kong	Identity Card					*	*	*	(*)
Provide full identification number in PI-NNC1 sheet)	(b) 護照 Passport		國家/地區 intry/Region								
,		Pa	部分號碼 irtial Number								
21	信託或公司	服務提供者牌照	Trust or	Company	/ Service	Provid	er Licence				
•		虎或在適用的空格內加						nt box			
	牌照編號 Licence No.			無須領7 Not requi obtain a l	red to	原因 R	eason:				



續頁 C Continuation Sheet C

- む 首任公司秘書(法人團體)詳情 (第 7B 項)② Details of First Company Secretary (Body Corporate) (Section 7B)

	中文名稱 Name in Chinese	
	英文名稱 Name in English	
23	香港地址 Hong Kong Add (本處不接納「轉交」地址及郵延	dress 信箱號碼 'Care of' addresses and post office box numbers are not acceptable)
	室/樓/座等 Flat/Floor/Block etc.	
	大廈 Building	
	街道/屋苑/地段/村等 Street/Estate/Lot/Village et	ic.
	E District	
	地區 Region	香港/HONG KONG
19	電郵地址 Email Address	
24	商業登記號碼 Business	Registration Number
21		準照 Trust or Company Service Provider Licence 内加上
	牌照緬號 Licence No.	無須領有牌照 原因 Reason: Not required to obtain a licence



^{表格} NINIC1

德百	П	Continuation	Shoot F

Form													
16 首日	<u>E董事(自然人)</u>	<u>詳情(第</u>	8A項)	Detail	ls c	of First	Direct	ors (Na	tural Pe	rson)	(Section	<u>on 8</u>	<u>A)</u>
25	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				71								
	Frevious Names				IJ				****				
	別名		中文 Chinese		- I				英文 Englis	sn			
	Alias												
		<u></u>	中文 Chinese		ا لـ				英文 Englis	:h			
26 領在	通訊地址 Corres (本處不接納郵政信箱:	pondence A	ddress	s are not a	ассеј	otable)			A Linguis				
I-NNC1 頁 質報董事 語常住址	室/樓/座等 Flat/Floor/Block et	c.											
rovide irector's usual isidential ddress in I-NNC1 sheet)	大廈 Building												
	街道/屋苑/地段 Street/Estate/Lot/												
	區/市/省/州/多 District/City/Provin State/Postal Code	nce/											
	國家/地區 Country/Region												
27	電郵地址 Email Address												
28	身分識別 Identifi	cation											
須在 PI-NNC1 頁 真報完整	(a) 香港身分證部 Partial Number (Identity Card						*	*	*	(*
等分識別號碼 Provide full dentification number in	(b) 護照 Passport		國家/地區 untry/Region										
PI-NNC1 sheet)		<u>P:</u>	部分號碼 artial Number										
31	Advisory Note	All directors of	与應閱讀公 of the compan	y are advi	ised	to read '/	A Guide	on Directo	rs' Duties'	publish	ed by the		
	ravicely itels	Registry and a	acquaint them	iselves wi	ith th	ne genera	I duties	of director	s outlined	in the G	uide.		
32	出任董事職位同 請在適用的空格內加」 本人同意在 I consent to b	上 ✓ 號 Pleas 公司成立》	e tick the relev 為法團時擔	rant box 任其董 ₹	事,					ed the ag	ge of 18 <u>1</u>	years.	
	簽署 Signed	:									_	⊚ ?	绘画
	出任董事職 The Consent incorporation	to Act as Dire	ctor will be d							the date	e of	器	

續頁 E Continuation Sheet E

16 首	· (任董事(法人團體)詳情	第 8B 項) Details of First Directors (Body Corporate) (Section 8B)
	中文名稱 Name in Chinese	
	英文名稱 Name in English	
29	地址 Address (本處不接納「轉交」地址及郵政信	箱號碼 'Care of ' addresses and post office box numbers are not acceptable)
	室/樓/座等 Flat / Floor / Block etc.	
	大廈 Building	
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.	
	區/市/省/州/郵遞區號等 District / City / Province / State / Postal Code etc.	
	國家/地區 Country/Region	
2	電郵地址 Email Address	
30	商業登記號碼 Business Re (只適用於在香港註冊的法人團體 C	gistration Number Inly applicable to body corporate registered in Hong Kong)
1	Advisory Note All directors	『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。 of the company are advised to read 'A Guide on Directors' Duties' published by the Companies acquaint themselves with the general duties of directors outlined in the Guide.
32	出任董事職位同意書 Co 請在適用的空格內加上 ✓ 號 Plea	
	本人獲上述法人團艒	接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。 le above body corporate, confirm that the body corporate consents to be a director of this
	簽署 Signed :	
	姓名 Name :	
	XE 12 Hallo .	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
	山丘苔南麓於原会會	請勵去不適用有 Delete Willcriever does not apply 「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 Di the company.	r 曾永公司成正為法國的日教後「3 日內天刊 豆配 * rector will be delivered for registration not later than 15 days after the date of incorporation of



DI NINICA

	PI-INING I					
	建議採用的公司英文 <u>或</u> 中文名稱 Proposed English <u>QR</u> Chinese Company Name					
	首任公司秘書 /					
	首任公司秘書/董事(自然人) - 受保護資料 First Company Secretary/Director (Natural Person) - Protected Information					
33		公 眾 紀 錄 不 會 顯 示 此 頁 age 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 <u>完整號碼</u> 。				
	The <u>full number</u> of Ho should be reported on the	ng Kong Identity Card or passport of the first company secretary this page.				
		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 first director should be	g Kong Identity Card or passport and <u>usual residential address</u> of the 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 買填報。 Each PI-NNC1 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural please report separately on additional PI-NNC1 sheet(s).)					
	請在適用的空格內加上 ✓ 號 Please 身分	公司秘書 董事				
~	Capacity 中文姓名	Company Secretary Director				
25	Name in Chinese					
	英文姓名 姓氏 Name in English Surname					
	名字 Other Names					
34	身分識別 Identification (a) 香港身分證(完整號碼) Hong Kong Identity Card (<u>Full</u> N	Number) ()				
		國家/地區 untry/Region				
		完整號碼 Full Number				
35	董事的通常住址 Usual Resid	lential Address of Director				
	室/樓/座等 Flat/Floor/Block etc.					
	大廈 Building					
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.					
	區/市/省/州/郵號區號等 District/City/Province/ State/Postal Code etc.					
	國家/地區 Country /Region					

(交付表格 NNC1 時,講將所有 PI-NNC1 夏宣於最後。 Please place all PI-NNC1 sheets at the end when delivering the Form NNC1.)



《公司條例》(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 必須連同公司的章程細則的文本一併交付。
- 2. 根據《商業登記條例》(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。公司註冊處會以電郵或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。

鲁用

6. 本表格必須連同正確的費用一併交付,否則公司註冊處不會接納。有關所需費用的詳情, 請參閱《主要服務收費表》資料小冊子及《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9項「創辦成員陳述書」内的各項陳述。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十簽署。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名觀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,請辦撰擇冷藥的公司輕別盡求獨立的法律章見。
- 10. 請按照公司註冊處網站(www.cr.gov.hk)提供的業務性質類別填報公司擬經營業務性質的編碼及描述。如公司擬經營多類業務,請填報最主要的一類。

公司在香港的註冊辦事處的建議地址 (第3項)

11. 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」地址及郵政信箱號碼。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。

公司的聯絡資料 (第4項)

12. 請提供公司的電郵地址及香港聯絡電話號碼以方便聯絡。如電郵地址或聯絡電話號碼其後有任何更改,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)

13. 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 單位 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 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	(b) 10,000	10,000
總值 Total	總值 Total 10,000		20,000	10,000	10,000
	10,000				

股份所附帶的權利的詳情 (第 5A 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。

創辦成員 (第6項)

15. 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)

- 16. (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,公司秘書職位不經同時由公司的唯一董事兼任。只有一名董事的私人公司不應委任一個以該董事為唯一董事的法人團體作為公司秘書。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,該私人公司不應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*出任公眾公司的董事。

首任公司秘書 (第 7A 及 7B 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種訊地址。本處不接納 非香港地址及郵政信箱號碼。
- 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 *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 -

- (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)	A123 * * * (*)	
AA123456(7)	AA123 * * * (*)	

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-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。

21. 根據《打擊洗錢及恐怖分子資金籌集條例》(第615章)(「該條例」)第53F條,任何人如在未領有處長批給的「信託或公司服務提供者牌照」(「牌照」)的情況下在香港經營信託或公司服務業務,即屬犯罪。

如公司秘書為信託或公司服務持牌人,請在有關的空格內填報其牌照編號。

如公司秘書是憑藉該條例第 53B 條無須領有牌照以經營信託或公司服務業務;或並非以業務形式在香港經營信託或公司服務,因而未領有牌照,請在適用的空格內加上/號,並提供無須領有牌照的原因。如對是否應該領有牌照存有疑問,請瀏覽信託及公司服務提供者設冊辦事處(「該辦事處」)的網站(www.tcsp.cr.gov.hk)查閱有關信託或公司服務提供者發牌制度的詳情,或向該辦事處查詢。如有需要,請就有關事宜尋求獨立的法律意見。

- 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7B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」地址及郵政信箱號碼。
- 23. 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」地址及郵政信箱號碼。
- 24. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-,後的數字無須填寫。於 2023 年 12 月 27 日或之後成立/註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

首任董事 (第8A及8B項)

- 25. 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。
- 26. 請填報屬自然人的董事的<u>網訊地址</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>繼常住址</u>。PI-NNC1 頁及於該頁內所填報的資料,不會供公眾查閱。

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。

- 27. 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。
- 28. (a)請填報屬自然人的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*部分數碼*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20。
 - (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」。
- 29. 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」地址及郵政信籍號碼。

- 30. 如董事是在香港註冊的法人團體,請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立/註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。
- 31. 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。
- 32. 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,請同時提供該簽署人的全名。

首任公司秘書/董事(自然人) - 受保護資料 (PI-NNC1)

33. 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。

- 34. 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,則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。
- 35. 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」地址及郵政信箱號碼。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 reiected by the Companies Registry.
- 4. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required. The Companies Registry will notify the presentor by email or fax to collect the Certificate of 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 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.

10. Please provide the code and description of the nature of proposed business of the company in accordance with the categories of business nature which are available from the Companies Registry's website (www.cr.gov.hk). If the company proposes to carry on more than one category of business, please provide the major category.

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

11. 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 and 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.

Contact Information of the Company (Section 4)

12. Please provide the email address and contact telephone number in Hong Kong of the company to facilitate communication. If there are any subsequent changes in the email address or the contact telephone number, please notify the Companies Registry by completing Form NR1.

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

- 13. 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 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 單位 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 (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 5A)

- 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 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)

15. 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)

- 16. (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 if the sole director of that body corporate is also 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 <u>cannot</u> appoint a body corporate as its director.
 - (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 *not* be a director of a public company.

First Company Secretary (Sections 7A and 7B)

- 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 and 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 —

- (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)	A123 * * * (*)	
AA123456(7)	AA123 * * * (*)	

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>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 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 'Nii' in the boxes provided. There is no need to submit a PI-NNC1 sheet.
- 21. It is an offence under section 53F of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615) (AMLO) to carry on a trust or company service business in Hong Kong without a trust or company service provider (TCSP) licence granted by the Registrar.

If the company secretary is a TCSP licensee, please provide his $\,/\,$ her $\,/\,$ its Licence Number in the box provided.

If the company secretary is not required, by virtue of section 53B of the AMLO, to obtain a TCSP licence to carry on a trust or company service business or is not carrying on a trust or company service in Hong Kong by way of business, and, therefore, has not obtained a licence, please tick the relevant box and state the reason for not requiring to obtain a licence. If there are doubts as to whether it is necessary to obtain a licence or not, please visit the website of the Registry for Trust and Company Service Providers (the TCSP Registry) (www.tcsp.cr.gov.hk) for details of the licensing regime for TCSPs or approach the TCSP Registry for enquiry. Please seek independent legal advice on the matter, if necessary.

- 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>Hong Kong</u> in the boxes provided for Company Secretary (Body Corporate) (Section 7B). Non-Hong Kong addresses, 'care of' addresses and 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 and post office box numbers are not acceptable.
- 24. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

First Directors (Sections 8A and 8B)

- 25. The name of the 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.
- 26. 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).

27. 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.

- 28. (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-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.
- 29. 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 and post office box numbers are not acceptable.
- 30. If the director is a body corporate registered in Hong Kong, please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.
- 31. 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.
- 32. 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. Please also provide the full name of the signatory who signs on behalf of the body corporate.

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

- 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).
- 34. 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.
- 35. 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 and 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 (Company Not Limited by Shares)

表格 NINIOAO

						Forn	nNC1G
注 No							
8	1	建調	農採用	的公司名稱 Proposed Company N	lame		
		建計	镁採用的	的公司英文名稱 Proposed English C	ompany Na	ime	
		建氰	護採用 印	的公司中文名稱 Proposed Chinese C	ompany N	ame	
	2	八百	海苔 巨爪	Type of Company			
•	_			格內加上 ✓ 號 Please tick the relevant box			
		A.		無股本的擔保有限公司			
				a company limited by guarantee withou	t a share ca	apital	
		В.	П	有股本的公眾無限公司			
			_	a public unlimited company with a share	e capital		
		C.	П	有股本的私人無限公司			
				a private unlimited company with a sha	re capital		
10		擬級	至營業	務性質 Nature of Proposed Business			
		編品	€ Code		描述 Descr	ription	
4	提	交人i	かい Pro	esentor's Reference	請勿	7填寫本欄 For Officia	al Use
	中	文姓名	3/名幕				
	Na	me in C	Chinese				
			S/名章	§			
	iNa	me in E	ngiisn				
	地	ti-					
		dress					

電話 Tel 電郵 Email 檔號 Reference 傳真 Fax

公司在香港的註冊辦事處的建議地址

Proposed	Addross	of the	Company	's Posi	ctored (Office	in Hone	Kona
rioposea	Auuress	or the	Company	s Regis	sterea (Jilice	и попс	a rong

		(本處不接納「轉交」地址及郵政信託	自號碼 'Care of' ad	dresses and pos	st office box numbers are not	acceptable)
		室/樓/座等 Flat/Floor/Block etc.				
		大廈 Building				
		街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.				
		District				
		地區 Region	香港/H	IONG K	ONG	
12	4	公司的聯絡資料 Conta	ct Information	on of the Co	ompany	
		電郵地址 Email Address				
		香港聯絡電話號碼 Hong Kong Contact Telepho	ne Number	+852		
	5	擔保有限公司的成員人 Number and Liability of			Limited by Guaran	tee
13		公司建議註冊的成員人數 Number of members with wh		ny proposes t	o register	
14		每名屬公司的成員的人均	月承諾 , 為 (公司條例》	(第 622 章)第 84(2	(a)、(b)及(c)條的目的,

14 若公司在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,該人會分擔支付該人須付的一筆不超過下越款額的款額,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 (Cap. 622).

成員類別 Class of Members	貨幣單位 Currency	款 額 Amount



₲ 6 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**有股本的無限公司** Only applicable to <u>Unlimited Company with a Share Capital</u>)

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 單位 Currency	創辦成員認購的 股本總額 Total Amount of Share Capital to be Subscribed by Founder Members	建識發行的股份的 將要繳付或視為 已輸付的總數額 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)
總值 Total					

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

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

	附帶的權利的詳情
股份的類別	(包括表決權;在分派股息時參與該項分派的權利;
(如普通股/優先股等) Class of Shares	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)
(e.g. Ordinary/	Particulars of Rights Attached
Preference etc.)	(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.)



1 7 創辦成員 Founder Members

如超過一名創辦成員,請用續頁AJ	真報 Use Continuation Sheet A if more	than 1 founder member))		
中文姓名/名稱 Name in Chinese					
英文姓名 姓氏 Name in English Surname					
名字 Other Names					
或OR					
英文名稱 Name in English					
地址 Address					
室/樓/座等 Flat/Floor/Block etc.					
大廈 Building					
街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.					
區/市/省/州/郵越區號等 District/City/Province/ State/Postal Code etc.					
國家/地區 Country/Region					
認購的股本 Share Capital to be Subscribed #	股份的類別 (如普通股/優先股等)	建議向該成員發行的股份數目 Shares Proposed to be Issued to the Member			
	Class of Shares (e.g. Ordinary / Preference etc.)	總數 Total Number	貨幣單位 Currency	總款額 Total Amount	
	AN AN Total				
	總值 Total				



[#] 只適用於有股本的無限公司 Only applicable to Unlimited Company with a Share Capital

- 1 8 首任公司秘書 First Company Secretary
 - A. 公司秘書(自然人) Company Secretary (Natural Person)

(如超過一名公司秘書屬自然人,請用續頁 B 填報 Use Continuation Sheet B if more than 1 company secretary is a natural person,

	(知) 石公司(松台) 南日沿八、明八	刀脚貝 B 填報 Ose Continu	iation sneet bil more than i con	riparry secretary is a riatural person)
19	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	, <u> </u>	英文 English
	別名 Alias			
		中文 Chinese		英文 English
20	香港通訊地址 Hong Kong Co (本處不接納郵政信箱號碼 Post office			
	室/樓/座等 Flat / Floor / Block etc.			
	大廈 Building			
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.			
	District			
	地區 Region	香港/HON	IG KONG	
2	電郵地址 Email Address			
22	身分識別 Identification			
/須在 PI-NNC1G 頁 填報完整	(a) 香港身分證部分號碼 Partial Number of Hong Kong	Identity Card		* * * (*)
身分識別號碼 Provide full identification number in	(b) 護照 簽數國 Passport Issuing Coun			
number in PI-NNC1G sheet)	Part	部分號碼 tial Number		
23	信託或公司服務提供者開 請填報牌照編號或在適用的空格內加			
	際照編號 Licence No.	無須領有序 Not required obtain a licer	to	



1 8		首任公司秘書 First Con	npany Secretary (續上頁 cont'd)
24 B	3.		npany Secretary (Body Corporate) 請用續頁C 填報 Use Continuation Sheet C if more than 1 company secretary is a body corporate)
		中文名籍 Name in Chinese	
		英文名轉 Name in English	
25		香港地址 Hong Kong Addres (本處不接納「轉交」地址及郵政信約	ss 富裝碼 'Care of addresses and post office box numbers are not acceptable)
		室/樓/座等 Flat/Floor/Block etc.	
		大廈 Building	
		街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.	
		District	
		地區 Region	香港/HONG KONG
3		電郵地址 Email Address	
26		商業登記號碼 Business Reg	gistration Number
23			車照 Trust or Company Service Provider Licence □上✓ 號 Please provide the licence no. or tick the relevant box
		牌照編號 Licence No.	無須領有際照 Not required to obtain a licence

中文姓名

9

首仟董事 First Directors

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

	Name in Chinese						
	英文姓名 Name in English						
	姓氏 Surname						
	名字 Other Names						
	前用姓名 Previous Names			1			
	別名 Alias	Ħ	中文 Chinese][英文 English	
28	中文 Chinese 英文 English 通訊地址 Correspondence Address (本底不接納範疫音論發碼 Post office box numbers are not acceptable)						
(須在 PI-NNC1G 頁 填報董事 通常住址	室/樓/座等 Flat/Floor/Block etc.						
Provide director's usual residential address in PI-NNC1G sheet)	大廈 Building						
PI-NNC IG STIEEL)	街道/屋苑/地段/村等 Street/Estate/Lot/Villag						
	医/市/省/州/郵遞區 District / City / Province / State / Postal Code etc.	號等					
	國家/地區 Country / Region						
29	電郵地址 Email Address						

身分識別 Identification 30

Passport

(須在 PI-NNC1G ፱ 道都宗整 身分識別號碼 Provide full identification number in PI-NNC1G sheet)

33

(a) 香港身分體部分號碼 Partial Number of Hong Kong Identity Card (b) 護照

簽發國家/地區 Issuing Country / Region 部分號碼

Partial Number

提示
Advisory Note
Registry and acquaint themselves with the general duties of directors outlier's published by the Companies
Registry and acquaint themselves with the general duties of directors outlined in the Guide.

出任董事職位同意書 Consent to Act as Director 34

請在適用的空格內加上 🗸 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。 I consent to be a director of the company on its incorporation and confirm that I have attained the age 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 the date of incorporation of the company.



- 18 9 首任董事 First Directors (續上頁 cont'd)

B. 董事(法人團體) Director (Body Corporate)
(如超過一名董事纂法人團體,請用續頁E 填報 Use Continuation Sheet E if more than 1 director is a body corporate)

中文名稱 Name in Chine	se
英文名稱 Name in Englis	h
地址 Addres (本處不接納「劃	s B B文,地址及鄉政信箱號碼 'Care of ' addresses and post office box numbers are not acceptable)
室/樓/座等 Flat/Floor/Blo	ock etc.
大廈 Building	
街道/屋苑/ Street/Estate/	地段/村等 Lot/Village etc.
區/市/省/) District/City/ State/Postal (
國家/地區 Country/Regio	n
電郵地址 Email Address	
	W Business Registration Number 註冊的法人團體 Only applicable to body corporate registered in Hong Kong)
提示 Advisory Note	所有公司董事均應閱矇公司註冊處編製的《董事責任指引》,並熟悉該指引所模域的董事一般責任。 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.
	位 同意 書 Consent to Act as Director 内加上 ダ 黎 Please tick the relevant box
本人独 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。 I authorized by the above body corporate, confirm that the body corporate consents to be a director of th ny on its incorporation.
簽署:	:
姓名	Name :
	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* **請酬去不適用者 Delete whichever does not apply
~ ±	
The Co	『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。 nsent to Act as Director will be delivered for registration not later than 15 days after the date of incorporatio noany.



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(如有的話)授權簽署本表格。

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 Hong Kong.
- (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 complied 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	E
頁數 Number of pages					

PI-NNC1G (<u>不會</u> 供公眾查閱 <u>NOT</u> for Public Inspection)				
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

創辦成員詳情 (第7項)	Details of Founder Memb	ers (Section 7)			
中文姓名/名稱 Name in Chinese					
英文姓名 姓氏 Name in English Surname					
名字 Other Names					
或 OR					
英文名稱 Name in English					
地址 Address					
室/樓/座等 Flat/Floor/Block etc.					
大廈 Building					
街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.					
區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.					
國家/地區 Country/Region					
韶購的股本 Share Capital to be Subscribed #	股份的類別 (如普通股/優先股等)	建議向該成員發行的股份數目 Shares Proposed to be Issued to the Member			
	Class of Shares (e.g. Ordinary / Preference etc.)	總數 Total Number	貨幣單位 Currency	總款額 Total Amount	
	線倌 Total				
	総祖 IOIAI				



[#] 只適用於有股本的無限公司 Only applicable to Unlimited Company with a Share Capital

^{表格} NNC1G

續頁 B Continuation Sheet B

首任公司秘書(自然人)詳情 (第 8A 項)
 Details of First Company Secretary (Natural Person) (Section 8A)

19	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	
	別名 Alias	中文 Chinese 英文 English
20	香港通訊地址 Hong (本處不接納郵政信箱號碼	中文 Chinese 英文 English Kong Correspondence Address Post office box numbers are not acceptable)
	室/樓/座等 Flat / Floor / Block etc.	
	大廈 Building	
	街道/屋苑/地段/村 Street/Estate/Lot/Villa	
	District	
	地區 Region	香港/HONG KONG
21	電郵地址 Email Address	
22 (須在 PI-NNC1G 頁 填報完整	身分識別 Identification (a) 香港身分證 <u>部分號</u> Partial Number of Ho	磁
身分識別號碼 Provide full identification		簽發國家/地區 g Country/Region
number in PI-NNC1G sheet)		部分號碼 Partial Number
23	信託或公司服務提 請填報牌照編號或在適用的	供者牌照 Trust or Company Service Provider Licence 空格内加上~ 雛 Please provide the licence no. or tick the relevant box
	牌照編號 Licence No.	無須領有牌照 原因 Reason: Not required to obtain a licence



續頁 C Continuation Sheet C

- ® 首任公司秘書(法人團體)詳情 (第8B項)
- Details of First Company Secretary (Body Corporate) (Section 8B)

	中文名稱 Name in Chinese	
	英文名稱 Name in English	
25	香港地址 Hong Kong Addres (本處不接納「轉交」地址及郵政信約	is 高麗暖 'Care of' addresses and post office box numbers are not acceptable)
	室/樓/座等 Flat/Floor/Block etc.	
	大廈 Building	
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.	
	E District	
	地區 Region	香港/HONG KONG
21	電郵地址 Email Address	
26	商業登記號碼 Business Reg	istration Number
23		I. 照 Trust or Company Service Provider Licence 止火 號 Please provide the licence no. or tick the relevant box
	牌照 編 號 Licence No.	無須領有牌照 Not required to obtain a licence



續頁 D Continuation Sheet D

13 首任	 E董事(自然人)	詳情 (第 9A 項) D	etails of Fi	rst Directors (Natural Per	son) (Secti	on 9A)
27	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						
	mi A	中文 Chinese			英文 Englis	sh	
	別名 Alias						
28		中文 Chinese spondence Address 號碼 Post office box numbers a	are not assente	h/o)	英文 Englis	sh	
須在 PI-NNC1G 頁 真報董事 西常住址	室/樓/座等 Flat/Floor/Block etc		эте пос ассерса	oie)			
rovide irector's usual esidential ddress in II-NNC1G sheet)	大廈 Building						
	街道/屋苑/地段/ Street/Estate/Lot/						
	區/市/省/州/電 District/City/Provin State/Postal Code e	S 遞 區 號 等 ice / etc.					
	國家/地區 Country/Region						
29	電郵地址 Email Address						
30	身分識別 Identi	fication					
質在 N-NNC1G 頁 真報完整	(a) 香港身分證部 Partial Number (分號碼 of Hong Kong Identity Card			*	* *	(*)
学分識別號碼 Provide full Ientification umber in	(b) 護照 Passport Is	簽發國家/地區 ssuing Country/Region					
'I-NNC1G sheet)		部分號碼 Partial Number					
33	Advisory Note	有公司董事均應閱讀公司 Il directors of the company a egistry and acquaint themsel	are advised to	read 'A Guide on Di	rectors' Duties'	published by	
34	出任董事職位同意書 Consent to Act as Director 請在週期的空格內加上						
		公司成立為法團時擔任 e a director of the company o				ed the age of 1	8 years.
	簽署 Signed	:					
	The Consent t	位同意書會於公司成立 o Act as Director will be deli of the company.				r the date of	

續頁 E Continuation Sheet E

18	首任董事(法人團體)詳情(第 9B 項) Details of First Directors (Body Corporate) (Section 9B)
	中文名稱 Name in Chinese	
	英文名稱	
	火 名 情 Name in English	
31	地址 Address (本處不接納「轉交」地址及郵政信	節號碼 'Care of ' addresses and post office box numbers are not acceptable)
	室 /樓/座等 Flat/Floor/Block etc.	
	大 廈 Building	
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.	
	區/市/省/州/郵遞區號等 District / City / Province / State / Postal Code etc.	
	國家/地區 Country/Region	
29	電郵地址 Email Address	
32	商業登記號碼 Business F	Registration Number
		nly applicable to body corporate registered in Hong Kong)
33	Advisory Note All directors o	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。 f the company are advised to read 'A Guide on Directors' Duties' published by the Companies cquaint themselves with the general duties of directors outlined in the Guide.
34	出任董事職位同意書 Co	nsent to Act as Director
	請在適用的空格內加上 V 號 Pleas	
		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。 e above body corporate, confirm that the body corporate consents to be a director of this titon.
	簽署 Signed :	
	姓名 Name :	
		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
		會於公司成立為法團的日期後 15 日内交付登記。 rector will be delivered for registration not later than 15 days after the date of incorporation of



PI-NNC1G

		LI-IAIAC I	G					
		建議採用的公司英	て <u>或</u> 中文名稱 Proposed English <u>OR</u> Chinese Company Name					
		/董事(自然人) - 受保護資料						
			First Company Secretary / Director (Natural Person) –					
			tected Information					
	35	V	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	可秘書的香港身分證或護照的 <u>完整號碼</u> 。					
		The <u>full number</u> of should be reported	Hong Kong Identity Card or passport of the first company secretary on this page.					
			事的香港身分證或護照的 <u>完整號碼及通常住址</u> 。 long Kong Identity Card or passport and usual residential address of					
			uld be reported on this page.					

		身分	公司秘書董事					
19	27	Capacity 中文姓名	Company Secretary Director					
Ī		Name in Chinese						
		英文姓名 Name in English Su	性氏 ame					
		Other N	名字 mmes					
	36	身分識別 Identification						
		(a) 香港身分證(<u>完整</u> 號碼 Hong Kong Identity Card (ull Number) ()					
		(b) 護照 Passport Issuin	新發國家/地區 Country/Region					
			完整號碼 Full Number					
	37	董事的通常住址 Usual F	esidential Address of Director					
		室/樓/座等 Flat/Floor/Block etc.						
		大厦 Building						
		街道/屋苑/地段/村等 Street/Estate/Lot/Village et						

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



區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.

國家/地區 Country/Region

(公司條例) (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

- 1. 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,並必須遵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》(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。公司註冊處會以電郵或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)

- 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名稱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)

- (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。
- 10. 請按照公司註冊處網站(www.cr.gov.hk)提供的業務性質類別填報公司擬經營業務性質的編碼及描述。如公司擬經營多類業務,請填報最主要的一類。

公司在香港的註冊辦事處的建議地址 (第3項)

11. 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」地址及郵政信箱號碼。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。

公司的聯絡資料 (第4項)

12. 請提供公司的電郵地址及香港聯絡電話號碼以方便聯絡。如電郵地址或聯絡電話號碼其後有任何更改,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)

- 13. 請註明公司在組成時建議註冊的成員人數,不可填上「無限」。
- 14. 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)

15. 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。

|: 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 單位 Currency	Founder Members		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)
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 6A 項)

- 16. 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)

17. 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)

- 18. (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**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屬自然人的董事,公司秘書職 位**不獲**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**不經**委任一個以該 董事為唯一董事的法人團體作為公司秘書。如私人無限公司承團的成員,而 該公司集團的成員當中有上市公司,該私人無限公司**不經**委任法人團體為董事。

首任公司秘書 (第8A及8B項)

- 19.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。
- 20. 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 非香港地址及郵政信箱號碼。
- 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。
- 22. (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 —

- (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)	A123 * * * (*)
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-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 m 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。
- 23. 根據《打擊洗錢及恐怖分子資金籌集條例》(第615章)(「該條例」)第53F條,任何人如在未領有處長批給的「信託或公司服務提供者牌照」(「牌照」)的情況下在香港經營信託或公司服務業務,即屬犯罪。

如公司秘書為信託或公司服務持牌人,請在有關的空格內填報其牌照編號。

如公司秘書是憑藉該條例第 53B 條無須領有牌照以經營信託或公司服務業務;或並非以業務形式在香港經營信託或公司服務,因而未領有牌照,請在適用的空格內加上/號,並提供無須領有牌照的原因。如對是否應該領有牌照存有疑問,請瀏覽信託及公司服務提供者註冊辦事應(「該辦事應」)的網站(www.tcsp.cr.gov.hk)查閱有關信託或公司服務提供者發牌制度的詳情,或向該辦事應查詢。如有需要,請就有關事宜尋求獨立的法律意見。

- 24. 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」 地址及郵政信箱號碼。
- 25. 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」地址及郵政信箱號碼。
- 26. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字,「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立/註冊的公司,商業登記號碼,亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

首任董事 (第 9A 及 9B 項)

- 27. 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。
- 28. 請填報屬自然人的董事的<u>**邇訊地址</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-NNC1G 頁內填報董事的 **繼常住址。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 頁填報。

- 29. 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。
- 30. (a)請填報屬自然人的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部分數碼及簽發國家/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22。
 - (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 mPI-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」。
- 31. 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」地址及郵政信箱號碼。
- 32. 如董事是在香港註冊的法人團體,請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立/註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。
- 33. 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應索取。
- 34. 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,請同時提供該簽署人的全名。

首任公司秘書/董事(自然人) - 受保護資料 (PI-NNC1G)

35. 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。

- 36. 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-NNC16 頁。
- 37. 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」,地址及郵政信箱號碼。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 email or 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 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)

- (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.
- 10. Please provide the code and description of the nature of proposed business of the company in accordance with the categories of business nature which are available from the Companies Registry's website (www.cr.gov.hk). If the company proposes to carry on more than one category of business, please provide the major category.

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

11. 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 and 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.

Contact Information of the Company (Section 4)

12. Please provide the email address and contact telephone number in Hong Kong of the company to facilitate communication. If there are any subsequent changes in the email address or the contact telephone number, 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 <u>do not</u> state 'unlimited'.
- 14. 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)

- 15. 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 單位 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 (a) - (b)	
Ordinary	10,000	HKD	20,000	10,000	10,000	
總值 Total	10,000	HKD	20,000	10,000	10,000	

Particulars of Rights Attached to Shares (Section 6A)

- 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)

17. 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)

- 18. (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 not also be the company secretary. A private unlimited company having only one director must not have a body corporate as its company secretary if the sole director of that body corporate is also the sole director of the private company. If the private unlimited company is a member of a group of companies of which a listed company is a member, the private unlimited company cannot appoint a body corporate as its director.

First Company Secretary (Sections 8A and 8B)

- 19. 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.
- 20. 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 and post office box numbers are not acceptable.
- 21. 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.

22. (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;
- (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)	A123 * * * (*)		
AA123456(7)	AA123 * * * (*)		

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.
- 23. It is an offence under section 53F of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615) (AMLO) to carry on a trust or company service business in Hong Kong without a trust or company service provider (TCSP) licence granted by the Registrar.

If the company secretary is a TCSP licensee, please provide his /her/its Licence Number in the box provided.

If the company secretary is not required, by virtue of section 53B of the AMLO, to obtain a TCSP licence to carry on a trust or company service business or is not carrying on a trust or company service in Hong Kong by way of business, and, therefore, has not obtained a licence, please tick the relevant box and state the reason for not requiring to obtain a licence. If there are doubts as to whether it is necessary to obtain a licence or not, please visit the website of the Registry for Trust and Company Service Providers (the TCSP Registry) (www.tcsp.cr.gov.hk) for details of the licensing regime for TCSPs or approach the TCSP Registry for enquiry. Please seek independent legal advice on the matter, if necessary.

- 24. 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 8B). Non-Hong Kong addresses, 'care of' addresses and post office box numbers are not acceptable.
- 25. 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 and post office box numbers are not acceptable.
- 26. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated/registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

First Directors (Sections 9A and 9B)

- 27. 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.
- 28. 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).

- 29. 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.
- 30. (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 22 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 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.
- 31. 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 and post office box numbers are not acceptable.
- 32. If the director is a body corporate registered in Hong Kong, please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated/registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.
- 33. 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.

34. 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. Please also provide the full name of the signatory who signs on behalf of the body corporate.

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

- 35. 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).
- 36. 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 '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-NNC1G sheet.
- **37.** 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 and post office box numbers are not acceptable. A company secretary is not required to report such information.



更改公司名稱诵知書 **Notice of Change of Company Name**

表格 Form

NNC₂

商業登記號碼 **Business Registration Number** 註 Note ⑤ 1 現有公司英文名稱 Existing English Company Name 現有公司中文名稱 Existing Chinese Company Name ② 2 更改公司名稱的特別決議日期 Date of Special Resolution for Change of Company Name H DD 月MM 年 YYYY ❶ 3 擬用的公司英文名稱 Intended English Company Name 擬用的公司中文名稱 Intended Chinese Company Name 7 簽署 Signed: 日期 Date:_ 姓名 Name: 董事 Director/公司秘書 Company Secretary * 日DD / 月MM / 年YYYY *請刪去不適用者 Delete whichever does not apply 4 提交人資料 Presentor's Reference 譜勿填寫本欄 For Official Use 中文姓名/名稱 Name in Chinese 英文姓名/名稱 Name in English 地址

傳真 Fax

Address

電話 Tel

電郵 Email 檔號 Reference

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

更改公司名稱彌知書

填表須知 — 表格 NNC2

附註

引言

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

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

- 2. 更改公司名稱的特別決議無獨提交公司註冊處。
- 3. 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被公司計冊處接納。
- 4. 請提供提交人資料。除非有特別事項需要公司註冊處注意,否則無須另加附函。公司註冊處會以電郵或傳真方式通知提交人親身領取「公司更改名稱證明書」。如提交人委託他人代領,需簽署授權書。
- 5. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」,或 親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話,則該 表格不會視作曾為導從《公司條例》中有關條文的規定而交付處長。

費用

6. 本表格必須連同正確的費用一併交付,否則公司註冊處不會接納。有關所需費用的詳情,請參閱《主要服務收費表》資料小冊子。如以港幣劃線支票繳付費用,抬頭請註明「公司註冊處」。請勿郵寄現金。

簽署

7. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

8. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

現有公司名稱 (第1項)

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

擬用的公司名稱 (第3項)

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

NOTICE OF CHANGE OF COMPANY NAME

For the purposes of sections 107(2) and 770(2) of Companies Ordinance (Cap. 622) Notes for Completion of Form NNC2

Introduction

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

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

- The special resolution for change of company name is <u>not</u> required for filing with the Companies Registry.
- Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.
- 4. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required. The Companies Registry will notify the presentor by email or fax to collect the Certificate of Change of Name in person. A written authorization will be required if the presentor sends a representative to collect the certificate.
- 5. This form can be delivered by post or in person to "The Companies Registry, 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong". If the form is delivered by post but the Registrar has not received it, the form will not be regarded as having been delivered to the Registrar in satisfaction of the relevant provision of the Companies Ordinance.

Fee

6. This form must be delivered with the correct fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. Please refer to the information pamphlet on 'Price Guide to Main Services' for the correct fee payable. If the fee is paid by cheque, the cheque should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.

Signature

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

Business Registration Number

8. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.

Existing Company Name(s) (Section 1)

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

Intended Company Name(s) (Section 3)

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



出任首任董事職位同意書 Consent to Act as First Director

表格 NNC3

商業登記號碼 **Business Registration Number** 註 Note 1 公司名稱 Company Name ● 2 出任董事職位同意書 Consent to Act as Director A. 董事為自然人 Natural Person as Director 姓名 Name 本人已同意在公司成立為法團時擔任其董事,並確認本人在公司成立時已年滿 18 歲。 I have consented to act as a director of this company on its incorporation and confirm that I have attained the age of 18 years on the date of its incorporation. B. 董事為法人團體 Body Corporate as Director 名程 Namo 本人獲上述法人團體授權確認上述法人團體已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 has consented to act as a director of this company on its incorporation. 3 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' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. 簽署 Signed: 日期 Date: 日DD / 月MM 在 YYYY

請勿填寫本欄 For Official Use

檔號 Reference: 指明編號 1/2023 (2023 年 12 月) Specification No. 1/2023 (December 2023)

傳真 Fax:

5 提交人資料 Presentor's Reference

姓名/名稱 Name: 地址 Address:

電話 Tel:

電郵 Email:

《公司條例》(第 622 章) 第 74 條規定交付的

出任首任董事職位同意書

填表須知 — 表格 NNC3

附註

- 1. 沒有在法團成立表格內簽署「出任董事職位同意書」的首任公司董事,必須填妥及簽署本表格,並在公司成立為法團後的15日內,將簽妥的表格交付公司註冊處處長(「處長」)登記。如董事屬法人團體,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代為簽署,請同時提供該簽署人的全名。每份表格 NNC3 只供一名董事使用,公司註冊處不接納未簽妥的表格。
- 2. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。
- 3. 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密取。
- 4. 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。
- 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。

CONSENT TO ACT AS FIRST DIRECTOR

For the purposes of section 74 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NNC3

- 1. A person appointed as the first director of a company, who has not signed the Consent to Act on the incorporation form, must complete and sign this form. The signed form must be delivered to the Registrar of Companies (the Registrar) for registration not later than 15 days after the date of incorporation of the company. If the director 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. Please also provide the full name of the signatory who signs on behalf of the body corporate. Each Form NNC3 can be used by one director only. A form which is not properly signed will be rejected by the Companies Registry.
- 2. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.
- 3. 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.
- 4. 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.



法院命令禁制公司使用名稱通知書 Notice of Court Order Restraining

Iotice of Court Order Restraining Company from Use of Name

表格 Form NNC4

商業登記號碼

			Busin	ess Registra	tion Number			
註 Note								
	1 公司名稱 Company Name							
:	法院命令所惠及人士發出的通知 Notice Given by the Person in whose Favour a Court Order was Made							
本人/我們謹此發出通知,法院已作出命令禁制上述公司使用以下名稱或該名					何部分—			
	I/We hereby give notice that an order has been made by the Court restraining the abo company from using the following name or any part of that name —							
	company from using the following name of any	Dart Of that hame —						
0	3 隨本表格交付的法院命令的日期 Date of Court Order Delivered with this Forr							
	Date of Court Order Delivered with this Port	' <u></u>	目 DD	月MM	上 年 YYYY			
				, ,	•			
5	簽署 Signed:							
	姓名 Name :	日期 Date :						
•		ands des todas administration of the		/ 月 MM / :	年 YYYY			
•	提交人資料 Presentor's Reference 姓名/名稱 Name:	請勿填寫本欄 For	Official US	e				
	ALL A TAME							
	地址 Address:							
	電話 Tel: 傳真 Fax:							
	电码 Tel: 传具 Fax: 電郵 Email:							
	檔號 Reference:							

《公司條例》(第 622 章) 第 108(2) 條規定交付的

法院命令禁制公司使用名稱通知書

填表須知 — 表格 NNC4

附註

引言

- 1. 根據《公司條例》第 108(2) 條的規定,在公司以某名稱註冊後,如法院作出命令禁制公司使 用該名稱或該名稱任何部分,而該命令所惠及的人將該命令的正式文本及以本表格發出的通知 交付公司註冊處處長(「處長」)登記,則處長可指示該公司在其發出的書面通知所指明的期限內 更改該名稱。
- 請劃一以中文或英文申報各項所需資料。如以中文申報,請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。
- 3. 請提供提交人資料。除非有特別事項需要公司註冊處注意,否則無須另加附函。
- 4. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」,或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話,則該表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

簽署

5. 本表格必須由法院命令所惠及的人簽署,如該惠及者並非自然人,則由其獲授權代表簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字), 「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司,商業登記號碼亦已用作公司註冊嚴所發出的「公司註冊證明書」上的編號。

NOTICE OF COURT ORDER RESTRAINING COMPANY FROM USE OF NAME

For the purposes of section 108(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NNC4

Introduction

- 1. In accordance with section 108(2) of the Companies Ordinance, after a company is registered by a name, if an office copy of a court order restraining the company from using the name or any part of the name and a notice of such an order in this form are delivered to the Registrar of Companies (the Registrar) for registration by a person in whose favour the order is made, the Registrar may direct the company to change its name within the period specified in the written notice issued to the company.
- 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 person in whose favour the court order is made, or if the person is not a natural person, its authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.



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

表格 NNC5

				_
È Not	е			
7	1	擬註冊的名	公司名稱 Company Name to be Registered	
		擬註冊的公	公司英文名稱 English Company Name to be Registered	
		擬註冊的公	公司中文名稱 Chinese Company Name to be Registered	
	_	Ber AA, Irri AL, 12	t many land and	
8	2		公司類別 Type of Company to be Registered 約加上 ✓ 號 Please tick the relevant box	
		Α.	無股本的擔保有限公司	
			a company limited by guarantee without a share capital	
		В.	有股本的公眾無限公司	
		_	a public unlimited company with a share capital	
		C	有股本的私人無限公司 a private unlimited company with a share capital	
9		据领格学者	多性質 Nature of Proposed Business	
•		沃世宫 未仅	7 区員 Nature of Froposed Business	
_	-	編碼 Code	描述 Description	
3		交人資料 Pre 文姓名/名稱	sentor's Reference i i i i i i i i i i i i i i i i i i i	
		me in Chinese		
		文姓名/名稱		
	Nar	me in English		
	201. 2	Address		
	AR Y	A Address		
	電台	盾 Tel	傅真 Fax	回燃回
	電影	K Email		99338

檔號 Reference

公司在香港的註冊辦事處地址

Address of the Company's Registered Office in Hong Kong

		(本處不接納「轉交」地址及郵政信約	盲號碼 'Care of' ac	ldresses and pos	st office box numbers a	re not acceptable)	
		室/樓/座等 Flat/Floor/Block etc.					
		大廈 Building					
		街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.					
		E District					
		地區 Region	香港/F	IONG K	ONG		
D	4	公司的聯絡資料 Conta	ct Information	on of the Co	ompany		
		電郵地址 Email Address					
		香港聯絡電話號碼 Hong Kong Contact Telepho	ne Number	+852			
	5	擔保有限公司的成員人 Number and Liability of			Limited by Gua	arantee	
2		公司建議註冊的成員人隻 Number of members with wh		ny proposes	o register		
		后夕屋八司的战员的 1.46	· 子世,为 / /	公司 校 净 1	年 622 辛 / 年 9	310/2\/a\ - /b\ T-/a\&c	₩ □ ₩ .

每名屬公司的成員的人均承諾,為《公司條例》(第 622 章) 第 810(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 810(2)(a), (b) and (c) of the Companies Ordinance (Cap. 622).

成員類別	貨幣單位	款額
Class of Members	Currency	Amount





公司註冊時的股本及股份持有情況

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

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 單位 Currency	成員部聯的 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
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	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;
(如普通股/優先股等) Class of Shares	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)
(e.g. Ordinary	Particulars of Rights Attached
Preference etc.)	(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.)

16 7 成員 Members

MA MOMBORO				
(如超過一名成員,請用續頁 A 填報	Use Continuation Sheet A if more t	han 1 member)		
中文姓名/名稱 Name in Chinese				
英文姓名 姓氏 Name in English Sumame				
名字 Other Names				
或 OR				
英文名稱 Name in English				
地址 Address				
室/樓/座等 Flat / Floor / Block etc.				
大廈 Building				
街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.				
區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.				
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)	向該成員發行的股份數目 Shares Issued to the Member		
	Class of Shares (e.g. Ordinary / Preference etc.)	總數 Total Number	貨幣單位 Currency	總款額 Total Amount
	總值 Total			



[#] 只適用於有股本的無限公司 Only applicable to Unlimited Company with a Share Capital

- - A. 公司秘書(自然人) Company Secretary (Natural Person)

(知超過一名公司秘書屬自然人,請用續頁 B 填報 Use Continuation Sheet B if more than 1 company secretary is a natural person)

a	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		***	English	
	別名	中文 Clilliese		*X	_ English	
	Alias					
		中文 Chinese	4	英文	English	
19	香港通訊地址 Hong Kong (本處不接納郵政信箱號碼 Post of					
	室/樓/座等 Flat/Floor/Block etc.					
	大廈 Building					
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.					
	District					
	地區 Region	香港/HO	NG KON	G		
20	電郵地址 Email Address					
21	身分識別 Identification	_				
(須在 PI-NNC5 頁 填報完整	(a) 香港身分證 <u>部分號碼</u> Partial Number of Hong Kon	ng Identity Card			* * *	(*)
身分識別號碼 Provide full identification number in		國家/地區 ntry/Region				
PI-NNC5 sheet)	<u>Pa</u>	部分號碼 rtial Number				
22	信託或公司服務提供者牌 請填報牌照編號或在適用的空格內	照 Trust or Compa 加上 / 號 Please provid	ny Service Prov e the licence no. or	ider Licence	ох	
	PP 照 編 號 Licence No.	無須領7 Not requi obtain a l	red to	eason:		



1	8	公司秘書 Company Se	cretary (續上頁 cont'd)
23	В.		mpany Secretary (Body Corporate) 請用續頁 C 填報 Use Continuation Sheet C if more than 1 company secretary is a body corporate)
		中文名稱 Name in Chinese	
		英文名稱 Name in English	
24		香港地址 Hong Kong Addre (本處不接納「轉交」地址及郵政信	ISS 箱號碼 'Care of' addresses and post office box numbers are not acceptable)
		室/模/座等 Flat/Floor/Block etc.	
		大廈 Building	
		街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.	
		District	
		地區 Region	香港/HONG KONG
20		電郵地址 Email Address	
25		商業登記號碼 Business Re	egistration Number
22			閣 Trust or Company Service Provider Licence $m \not = \psi$ Please provide the licence no. or tick the relevant box
		牌照編號 Licence No.	無須領有牌照 Not required to obtain a licence



ወ 9 董事 Directors

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

26	中文姓名 Name in Chinese							
	英文姓名 Name in English							
	Marile in English	:						
	Surnam							
	名号 Other Name							
	前用姓名							
	Previous Names							
	別名	中文 Chine	se			英文 English		
	Alias							
		中文 Chine	se	·		英文 English		
27		spondence Address	,					
(須在 PI-NNC5 頁		符號碼 Post Office box nur	nbers are not	ассертавіе)				-
填報董事 通常住址 Provide	室/樓/座等 Flat/Floor/Block e	etc.						
director's usual residential address in	大廈 Building							
PI-NNC5 sheet)	街道/屋苑/地 段 Street/Estate/Lot							
	區/市/省/州/ District / City / Prov State / Postal Code	郵遞區號等 ince / etc.						
	國家/地區 Country/Region							
28	電郵地址 Email Address							
29	身分識別 Identif	ication						
(須在 PI-NNC5 頁 填報完整	(a) 香港身分證 Partial Number	<mark>3分號碼</mark> of Hong Kong Identity Ca	ard			*	* *	(*)
身分識別號碼 Provide full identification	(b) 護照 Passport	簽發國家/地 Issuing Country/Re						
number in PI-NNC5 sheet)		部分號	確 -					
		Partial Num						
32	Advisory Note	所有公司董事均應閱前 All directors of the com Registry and acquaint t	pany are advi	sed to read	'A Guide on Directo	ors' Duties' pu	blished by the	
33	出任董事職位	同意書 Consent to	Act as Dir	ector				
		註冊時擔任其董事 rector of the company o				ained the age o	of 18 years.	
								(C) V (C)

簽署 Signed :_

7	9	董事	Directors	(續上頁 cont'd)
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(知超過一名董事屬法人團體,請用續頁 E 填報 Use Continuation Sheet E if more than 1 director is a body corporate)

	中文名稱 Name in Chinese	
	英文名稱 Name in English	
30	地址 Address (本處不接納「轉交」地址及郵政信線	音號碼 'Care of ' addresses and post office box numbers are not acceptable)
	室/樓/座等 Flat/Floor/Block etc.	
	大廈 Building	
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.	
	區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.	
	國家/地區 Country/Region	
28	電郵地址 Email Address	
31	商業登記號碼 Business Reg (只適用於在香港註冊的法人團體 O	gistration Number nly applicable to body corporate registered in Hong Kong)
32	Advisory Note All directors o	均應閱讀公司註冊應繼製的《董事責任指引》,並熟悉該指引所概述的董事一般責任。 f the company are advised to read 'A Guide on Directors' Duties' published by the Companies cquaint themselves with the general duties of directors outlined in the Guide.
33	出任董事職位同意書 Coi	nsent to Act as Director
		i IXX上述法人團體同意在公司註冊時擔任其董事。 pody corporate, confirm that the body corporate consents to be a director of this company on
	簽署 Signed :	
	姓名 Name :	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



隨本表格交付的決議的日期

6 12 成員陳述書 Statement of Member 本人現核證 I certify that:

(b) 公司的成員同意申請註冊

to law.

Date of the Resolution Delivered with this Form

● 10 公司的章程文件 Constitutional Document(s) of the Company

(只適用於**擔保有限公司** Only applicable to a company limited by quarantee)

成員 Member

指明編號 1/2023 (2023 年 12 月) Specification No. 1/2023 (December 2023)

隨本表格交付的章程文件名稱 Name(s) of the Constitutional Document(s) Delivered with this Form

❶ 11 聲明成員分擔支付的款額的決議 Resolution Declaring Amount of Contribution by Member

(a) 公司的成員的法律責任沒有被某條例所限定,或是按照法律以其他方式予以限定。 The liability of the members of the company is not limited by an Ordinance or otherwise according

∃ DD

日DD / 月MM / 年YYYY

月MM

年 YYYY

第九頁 Page 9

			主冊為擔保有限 公司註冊為擔保		公司成員大會」	上,最少 75%	出席該大會的
		There is asse	nt to the registra	ation of the com	pany as a comperal meeting of		guarantee by at onvened for the
		在為將公司記 將公司註冊為		而召開的公司	成員大會上,述	過半數出席該大	會的成員同意
	(0)	the members	present at a gen	eral meeting of	pany as an unling the company co	nvened for the p	urpose.
	(0)	本人為公司的成 I am a member of (if applicable) and	this company o	r an authorized	person of a mer	nber, which is a	
	(d)	名列本表格内的	每一名屬自然	人的公司秘書第	通常居於香港 。		
		Each of the comp Hong Kong.	any secretaries	named in this to	orm who is a nati	ural person ordi	narily resides in
	(e)	本表格所載的資相符。	料、陳述及詳	情均屬準確,對	並與公司的章稿	文件内的資料	、陳述及詳情
		The information,				rm are accurate	and consistent
	(f)	with those contai 隨本表格交付的					
	()	The copy (copies)				is (are) the sam	e as the original
	(~)	document(s) kept			3 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	وخورا	
	(9)	公司已遵守《公 All the requirement					n of an eligible
		company have be			oc iii respect o	i ilio regionano	ii oi uii ciigibic
	本表格包	☑括下列續頁 / PI-N	NC5頁 This Form	includes the follo	owing Continuatio	n Sheet(s)/PI-NN	C5 Sheet(s)
	續頁 Co	ntinuation Sheet(s)	Α	В	С	D	E
	頁數 Nu	mber of pages					
	PI-NNC5	(<u>不會</u> 供公眾查閱 <u>NOT</u> fo	or Public Inspection)			
	頁數 Nu	mber of pages					
6	答署 Sig	ined:					
_	Man - S			H ## Dat	te ·		

續頁 A Continuation Sheet A

16		s of Members (Section	7)		
	中文姓名/名稱 Name in Chinese				
	英文姓名 姓氏 Name in English Surname				
	名字 Other Names				
	或 OR				
	英文名稱 Name in English				
	地址 Address				
	室 /樓/座等 Flat/Floor/Block etc.				
	大廈 Building				
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.				
	區/市/省/州/郭騰區號等 District/City/Province/ State/Postal Code etc.				
	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)		b 份數目 Member	
		Class of Shares (e.g. Ordinary / Preference etc.)	總數 Total Number	貨幣單位 Currency	總款額 Total Amount
		總值 Total			
				l	



[#] 只適用於有股本的無限公司 Only applicable to Unlimited Company with a Share Capital

續頁 B Continuation Sheet B

	可秘書(自然人)詳 ails of Company S			ıl Per	son) (Se	ection 8	<u>A)</u>						
18	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												
	別名 Alias	中:	文 Chinese	ı			<u>英</u>	文 English	1				
19	香港通訊地址 Ho (本處不接納郵政信箱號	ng Kong Co		lence A		ole)	英	文 English	1				
	室/樓/座等 Flat/Floor/Block etc	i.											
	大廈 Building												
	街道/屋苑/地段/ Street/Estate/Lot/												
	E District												
	地區 Region		香港	/ H	ONG	KON	G						
20	電郵地址 Email Address												
21 (須在 PI-NNC5 頁 填報完整	身分識別 Identific (a) 香港身分體部分 Partial Number of	號碼	dentity Card	d				*	*	*	(*)
身分識別號碼 Provide full identification number in	(b) 護照 Passport Is	簽發國意 suing Country	灰/地區 y/Region										
PI-NNC5 sheet)			部分號碼 al Number										
22	信託或公司服務 請填報牌照編號或在適	是供者牌照 用的空格内加	【 Trust o 上 ✓ 號 Ple	r Comp	any Servi vide the licer	ce Provid	der Licence tick the relevan	t box					
	牌照編號 Licence No.			Not req	有牌照 juired to a licence	原因 Re	eason:						



續頁 C Continuation Sheet C

♪ 公司秘書(法人團體)詳情 (第 8B 項)② Details of Company Secretary (Body Corporate) (Section 8B)

	中文名稱 Name in Chinese	
	英文名稱 Name in English	
24	香港地址 Hong Kong Addres (本處不接納「轉交」地址及郵政信仰	is 新發碼 'Care of' addresses and post office box numbers are not acceptable)
	室/樓/座等 Flat/Floor/Block etc.	
	大廈 Building	
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.	
	LE District	
	地區 Region	香港/HONG KONG
20	電郵地址 Email Address	
25	商業登記號碼 Business Reg	istration Number
22	信託或公司服務提供者牌縣 請填觀牌照編號或在適用的空格內加	【 Trust or Company Service Provider Licence 让 父 搬 Please provide the licence no. or tick the relevant box
	序照編號 Licence No.	無須領有牌照 Not required to obtain a licence



續頁 D Continuation Sheet D

	m [1] [1] [1] [1] [1] [1] [1] [1] [1] [1]		項) Detai	ls of D	irector	s (Natura	l Person) (Sec	tion	9A)			
26	中文姓名 Name in Chines	ie											
	英文姓名												
	Name in English												
	姓 Surnai												
	名 Other Nam												
	前用姓名 Previous Name	ŝ											
	別名		中文 Chinese				英文	English	1				
	제 在 Alias												
		1	中文 Chinese				英文	English	1				_
27 (須在	通訊地址 Coi (本處不接納郵政信			are not ac	cceptable)								
PI-NNC5 頁 填報董事 通常住址 Provide director's	室/樓/座等 Flat/Floor/Block	etc.											
usual residential address in PI-NNC5 sheet)	大廈 Building												
	街道/屋苑/地 Street/Estate/Lo												
	區/市/省/州/ District/City/Pro State/Postal Cod	ovince/											
	國家/地區 Country/Region												
28	電郵地址 Email Address												
29	身分識別 Ide	ntification											
(須在 PI-NNC5 頁 填報完整	(a) 香港身分證 Partial Numb	部分號碼 <u>er</u> of Hong Kong	Identity Card					*	*	*	(*)
身分識別號碼 Provide full identification number in	(b) 護照 Passport		國家/地區 buntry/Region										
PI-NNC5 sheet)		<u>P</u>	部分號碼 Partial Number										
32	提示 Advisory Note	All directors o	「均應閱讀公司 of the company a acquaint themse	re advis	ed to read	I 'A Guide on	Directors' I	Duties'	publish	ed by th			
33	出任董事職位	戊同意書 Co	nsent to Act	as Dire	ector								
	本人同意在公 I consent to be a						nave attaine	d the an	ie of 18	vears			

簽署 Signed :___

續頁 E Continuation Sheet E

17	董事(法人團體)詳情 (第9	B 項) Details of Directors (Body Corporate) (Section 9B)
	中文名稱 Name in Chinese	
	英文名稱 Name in English	
30	地址 Address (本應不接納「轉交」地址及郵政信	箱號碼 'Care of ' addresses and post office box numbers are not acceptable)
	室/樓/座等 Flat/Floor/Block etc.	
	大廈 Building	
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.	
	医/市/省/州/郵號區號等 District/City/Province/ State/Postal Code etc.	
	國家/地區 Country/Region	
28	電郵地址 Email Address	
31	商業登記號碼 Business Re (只適用於在香港註冊的法人團體(gistration Number July applicable to body corporate registered in Hong Kong)
32	Advisor No. 4	8 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。 of the company are advised to read 'A Guide on Directors' Duties' published by the Companies acquaint themselves with the general duties of directors outlined in the Guide.
33	出任董事職位同意書 Co	
•		確認上述法人團體同意在公司註冊時擔任其董事。 body corporate, confirm that the body corporate consents to be a director of this company on
	簽署 Signed :	
	姓名 Name :	
		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



DI NINICE

		FI-INING 擬註冊的公司英文或	中文名稱 English <u>OR</u> Chinese Company Name to be Registere
			自然人) - 受保護資料 ary/Director (Natural Person) –
		Protected Inform	
	34	V	公 眾 紀 錄 不 會 顯 示 此 頁
		This p	age will not be shown on the public record
			的香港身分證或護照的 <u>完整號碼</u> 。 g Kong Identity Card or passport of the company secretary should ge.
			· 港身分證或護照的 <u>完整號碼及通常住址</u> 。 g Kong Identity Card or passport and <u>usual residential address</u> of reported on this page.
			(的受保護資料。如超過一名自然人資料,請另加PI-NNC5 買填製。 the protected information of 1 natural person. If there is information for more than 1 natural person, I PI-NNC5 sheet(s).)
		請在適用的空格內加上 ✓ 號 Please	
		身分 Capacity	公司秘書 Company Secretary Director
18	26	中文姓名 Name in Chinese	
		英文姓名 姓氏 Name in English Surname	
		名字 Other Names	
	35	身分識別 Identification (a) 香港身分證(完整號碼) Hong Kong Identity Card (Full	Number) ()
			國家/地區 untry/Region
			完整號碼 Full Number
	36	董事的通常住址 Usual Resi	lential Address of Director
		室/樓/座等 Flat/Floor/Block etc.	
		大廈 Building	
		街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.	
		區/市/省/州/郵遞區號等 District/City/Province State/Postel Code etc	

國家/地區 Country/Region

(文付表格 NNC5 時,顯將所有 PI-NNC5 頁置於最後。 Please place all PI-NNC5 sheets at the end when delivering the Form NNC5.)



《公司條例》(第 622 章) 第 807(2)條規定交付的

合資格公司的註冊申讀書

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。本表格必須遵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 會以電郵或傳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,抬頭請註明「公司註冊處」。請勿 郵寄現金。

簽署

6. 本表格必須由一名名列本表格內的成員簽署並核證第12項「成員陳述書」内的各項陳述。 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。公司計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。
- 9. 請按照公司註冊處網站(www.cr.gov.hk)提供的業務性質類別填報公司擬經營業務性質的編碼及描述。如公司擬經營多類業務,請填報最主要的一類。

公司在香港的註冊辦事處的地址 (第3項)

10. 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 及郵政信箱號碼。

公司的聯絡資料 (第4項)

11. 請提供公司的電郵地址及香港聯絡電話號碼以方便聯絡。如電郵地址或聯絡電話號碼其後有任何更改,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**建議**註冊的成員<u>人數</u>, <u>不可</u>填上「無限」。
- 13. 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)

14. 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 Shary (e.g. Ordinary/ Preference etc.)	已發行股份 的總數 Total Number of Shares Issued	貨幣 單位 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
			(a)	(b)	(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 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。

成員 (第7項)

16. 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)

- 17. (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<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是自然人的董事、公司秘書職位 **不想**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**不想**委任一個以該董事 為唯一董事的法人團體作為公司秘書。如私人無限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,該私人無限公司**不得**委任法人團體為董事。

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及郵政信箱號碼。
- 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*邀分號礓***。**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)	A123 * * * (*)					
AA123456(7)	AA123 * * * (*)					

護照號碼

DC 7111 W 2 1 1 0	
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,請另加 PI-NNC5 百填報。

- (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。
- 22. 根據《打擊洗錢及恐怖分子資金籌集條例》(第 615 章)(「該條例」)第 53F條,任何人如在未領有處長批給的「信託或公司服務提供者牌照」(「牌照」)的情況下在香港經營信託或公司服務業務,即屬犯罪。

如公司秘書為信託或公司服務持牌人,請在有關的空格內填報其牌照編號。

如公司秘書是憑藉該條例第 53B 條無須領有牌照以經營信託或公司服務業務;或並非以業務形式在香港經營信託或公司服務,因而未領有牌照,請在適用的空格內加上之號,並提供無須領有牌照的原因。如對是否應該領有牌照存有疑問,請瀏覽信託及公司服務提供者註冊辦事處(「該辦事處」)的網站(www.tcsp.cr.gov.hk)查閱有關信託或公司服務提供者發牌制度的詳情,或向該辦事處查詢。如有需要,請就有關事官奉求獨立的法律意見。

- 23. 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營港的主要辦事處的地址。本處不接納非香港地址、「轉交」 地址及郵政信箱號碼。
- 24. 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」地址及郵政信箱號碼。
- 25. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立/註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

董事 (第 9A 及 9B 項)

- 26. 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。
- 27. 請填報屬自然人的董事的<u>繼訊地址</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-NNC5 頁內填報董事的通常住址。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。

- 28. 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。
- 29. (a)請填報屬自然人的董事的香港身分證的<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>那分號碼</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-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」。
- 30. 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」地址及郵政信箱號碼。
- 31. 如董事是在香港註冊的法人團體,請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立/註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。
- 32. 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。
- 33. 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,請同時提供該簽署人的全名。

公司秘書/董事(自然人) - 受保護資料 (PI-NNC5)

34. 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。

- 35. 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。
- 36. 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」地址及郵政信箱號碼。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 email or 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 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 'fa Eng S = 1 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.
- 9. Please provide the code and description of the nature of proposed business of the company in accordance with the categories of business nature which are available from the Companies Registry's website (www.cr.gov.hk). If the company proposes to carry on more than one category of business, please provide the major category.

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

10. 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 and post office box numbers are not acceptable.

Contact Information of the Company (Section 4)

11. Please provide the email address and contact telephone number in Hong Kong of the company to facilitate communication. If there are any subsequent changes in the email address or the contact telephone number, 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".
- 13. 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)

- 14. 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 單位 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
			(a)	(b)	(a) - (b)
Ordinary	10,000	HKD	20,000	10,000	10,000
總值 Total	40.000	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 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)

16. 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)

- 17. (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 if the sole director of that body corporate is also the sole director of the private company. If the private unlimited company is a member of a group of companies of which a listed company is a member, the private unlimited company <u>cannot</u> appoint a body corporate as its director.

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 and post office box numbers are not acceptable.
- 20. 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.

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)	AA123	*	*	*	(*)

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-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.
- 22. It is an offence under section 53F of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615) (AMLO) to carry on a trust or company service business in Hong Kong without a trust or company service provider (TCSP) licence granted by the Registrar.

If the company secretary is a TCSP licensee, please provide his / her / its Licence Number in the box provided.

If the company secretary is not required, by virtue of section 53B of the AMLO, to obtain a TCSP licence to carry on a trust or company service business or is not carrying on a trust or company service in Hong Kong by way of business, and, therefore, has not obtained a licence, please tick the relevant box and state the reason for not requiring to obtain a licence. If there are doubts as to whether it is necessary to obtain a licence or not, please visit the website of the Registry for Trust and Company Service Providers (the TCSP Registry) (www.tcsp.cr.gov.hk) for details of the licensing regime for TCSPs or approach the TCSP Registry for enquiry. Please seek independent legal advice on the matter, if necessary.

- 23. 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 and post office box numbers are not acceptable.
- 24. 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 and post office box numbers are not acceptable.
- 25. Please provide the the business registration number (i.e. first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Directors (Sections 9A and 9B)

26. 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.

 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).

- 28. 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.
- 29. (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>**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.
- 30. 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 and post office box numbers are not acceptable.
- 31. If the director is a body corporate registered in Hong Kong, please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.
- 32. 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.
- 33. 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. Please also provide the full name of the signatory who signs on behalf of the body corporate.

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

34. 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).

- 35. 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.
- **36.** 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 and post office box numbers are not acceptable. A company secretary is not required to report such information.



註冊辦事處地址更改通知書 Notice of Change of Address of Registered Office

表格 NR1

商業登記號碼

					Business Re	gistration Number
	_					
註 Not		公司名稱 Company Nar	ma			
	•	公司石傳 Company Nai	iie .			
	_	#763W Mr D (11 CO)				U.
	2	更改詳情 Details of Cha	-			
		<u>只需申報有更改的項目</u>				
	(a))在香港的新註冊辦事處均 <i>(本篇不接納非香港地址、「轉交」地址</i>)				h
		(<i>本属小扱網非會港地址</i> 、' <i>得父」地址)</i> 室/樓/座等	と郵政信用歌編 Non-Hong Kong ad	idresses, care of addresses	s and post office box num	bers are not acceptable)
		Flat / Floor / Block etc.				
		大廈				
		Building				
		街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.				
		Bistrict				
		地區 Region	香港/HONG KON	G		
		-			T	1
		生效日期 Effective Date				
				日 DD	月MM	年 YYYY
7	(b))新電郵地址(如適用)				
		New Email Address (if app	olicable)			
					1	1
		生效日期 Effective Date				
				Ħ DD	月MM	年 YYYY
7	(c)新香港聯絡電話號碼(如:	適用)	.050		
•		New Hong Kong Contact T	elephone Number	+852		
		(if applicable)				
		生效日期 Effective Date				
				目DD	月MM	年 YYYY
5	簽	署 Signed :				
	44-	名 Name		日期 D	ate .	
	XE.					
			or/公司秘書 Company	Secretary *	日 DD /	月MM / 年YYYY
	_	新史本語用者 Delete whichever doe			061-1-111	
3		交人資料 Presentor's Refe 名/名稱 Name:	rence	請勿填寫本欄 For	Official Use	
		:七/石碑 Name. :址 Address:				
	70	AL Audioss.				
	100	話 Tel: 傳真	Fax:			回然回
		·····································				775.25
		號 Reference:				回数数

檔號 Reference:

《公司條例》(第 622 章) 第 658(3)條規定交付的

註冊辦事處地址更改通知書

填表須知 — 表格 NR1

附註

引言

- 4. 每間在香港成立為法團的公司,必須在香港設有一個註冊辦事處,讓所有通訊及通知均可致予該辦事處。如公司的註冊辦事處地址有所更改,公司須於更改後的15日內以本表格通知公司註冊處處長(「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. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司, 商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

新電郵地址及新聯絡電話號碼 (第 2(b)及 2(c)項)

請提供或更新公司的電郵地址及香港聯絡電話號碼以方便聯絡。如電郵地址或聯絡電話號碼其後有任何更改,亦請以本表格通知公司註冊處。

NOTICE OF CHANGE OF ADDRESS OF REGISTERED OFFICE

For the purposes of section 658(3) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NR1

Introduction

- Every company incorporated in Hong Kong must have a registered office in Hong Kong to which all
 communications and notices may be addressed. If the address of a company's registered office is
 changed, the company must deliver to the Registrar of Companies (the Registrar) a notice of change
 in this form within 15 days after the change.
- 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 a director or the company secretary. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.

New Email Address and New Contact Telephone Number (Sections 2(b) and 2(c))

7. Please provide or update the email address and contact telephone number in Hong Kong of the company to facilitate communication. If there are any subsequent changes in the email address or the contact telephone number, please also use this form to notify the Companies Registry.



註

登記冊及公司紀錄備存地點通知書 Notice of Location of Registers

Notice of Location of Register and Company Records

^{表格} NR2

					商業登記號碼 Business Registration Number
Note		公司	司名稱 Company Name		
	2	23.1	紀冊及公司紀錄的備存地點 Location of Regist	ore :	and Company Records
			记而反公司紀錄 Registers/Company Records	013	and company Records
		請在	適用的空格內加上 🗸 號 Please tick the relevant box(es)		
4			成員登記冊 Register of Members		重要控制人登記冊 Significant Controllers Register
			董事登記冊 Register of Directors		公司秘書登記冊 Register of Company Secretaries
			押記登記冊 Register of Charges		設立押記的文書的副本 Copies of Instruments Creating Charges
			(本地公司及註冊非香港公司均適用 Applicable to both local companies and registered non-Hong Kong companies)		(本地公司及註冊非香港公司均適用 Applicable to both local companies and registered non-Hong Kong companies)
			債權證持有人登記冊 Register of Debenture Holders		第 384 條所述的載有相關詳情的登記冊 Register of Particulars Referred to in section 384
			董事或成員決議的文本/董事會議或成員大會的 議事程序紀錄/唯一董事或成員的決定的書面紀錄		獲准許的彌價條文的文本或一份列明該條文 的條款的書面備忘錄
			Copies of Resolutions of Directors or Members, Minutes of Proceedings of Directors' Meetings or General Meetings and Written Records of Decisions of Sole Director or Member		Copy of Permitted Indemnity Provision or a Written Memorandum Setting out the Terms of the Provision
			管理合約的文本或列出該合約的條款的書面備忘錄 Copy of Management Contract or a Written Memorandum		
•	提	交人	資料 Presentor's Reference	ì	青勿填寫本欄 For Official Use
_	姓	名/	· 名稱 Name:		
	地	址	Address:		

傳真 Fax:

電話 Tel:

電郵 Email: 檔號 Reference: 表格 NR2

2	育育	# 5	及公	一司	记台	的	備	存货	九點	Location of Registers and Company Records	(續上頁 cont'd)
---	----	-----	----	----	----	---	---	----	----	---	--------------

В.	備存地點	Location
----	------	----------

	(如登記冊或公司紀錄備存在多於一個 than 1 place)	別地點,請用續頁填報 Use Continuatio	n Sheet(s) if the Registe	ers or Company Reco	ords are kept in more
a	請在適用的空格內加上 ✓ 號 Pleas	se tick the relevant box (外) Location (Other than Regis	tered Office) #		
	室/樓/座等 Flat/Floor/Block etc.	(,,,, =======(=========================			
	大 廈 Building				
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.				
	區 District				
	地 區 Region	香港/Hong Kong			
•	轉為備存於註冊辦事處	Changed to be Kept at Register	ed Office #		
	生效日期 Effective Date				
			日 DD	月MM	年 YYYY
12	備註 Remarks				
	A reference to the "Registered Of Kong company is a reference to its	紀鏡的順序地點而言,在提達有關「註 ffice" in relation to the location where "Principal Place of Business" in Hong	registers and company i	:册非香港公司在香港 records are kept by a	的「主要營業地點」。 registered non-Hong
	本通知書所包括的續頁數目 Number of Continuation Sheet(s) i	ncluded in this Notice			
8	簽署 Signed:				
	Director / Cor	秘書/經理/獲授權代表* mpany Secretary / Manager / prized Representative*	日期 Date :	日DD / 月MM	/ 年YYYY
	* 請刪去不適用者 Delete whichever do	es not apply			

指明編號 1/2023 (2023 年 12 月) Specification No. 1/2023 (December 2023)

表格 NR2

續頁 Continuation Sheet

商業登記號碼

Busi	iness	Regi	istrat	ion N	lumb	er

		旹 及公司紀錄旳備存♯ ion of Registers and C	也點(第2項) ompany Records (Section	2)		
		记冊/公司紀錄 Registe				
_	請在	適用的空格內加上 🗸 號 Pleas	e tick the relevant box(es)	_		
4	Ш	成員登記冊 Register of Members		Ш	重要控制人登記冊 Significant Controllers Register	
		董事登記冊 Register of Directors			公司秘書登記冊 Register of Company Secretarie	s
		押記登記冊 Register of Charges (本地公司及註冊非香港 Applicable to both local con Kong companies)	公司均適用 opanies and registered non-Hong		設立押記的文書的副本 Copies of Instruments Creating (本地公司及註冊非香港公司 Applicable to both local compan non-Hong Kong companies)	均適用
		債權證持有人登記冊 Register of Debenture Hole	ders		第 384 條所述的載有相關詳情的 Register of Particulars Referred	
		議事程序紀錄/唯一董 Copies of Resolutions of of Proceedings of Dire	/董事會議或成員大會的 事或成員的決定的書面紀錄 Directors or Members, Minutes ctors' Meetings or General ecords of Decisions of Sole		獲准許的彌價條文的文本或的條款的書面備忘錄 Copy of Permitted Indemnity Written Memorandum Setting the Provision	Provision or a
10			外) Location (Other than Regis	stered	Office) #	
		室/樓/座等 Flat/Floor/Block etc.				
		大廈 Building				
		街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.				
		E District				
		地區 Region	香港/Hong Kong			
D		轉為備存於註冊辦事處	Changed to be Kept at Registe	red Of	fice #	
	生物	牧日期 Effective Date				
_					目 DD 月 MM	年 YYYY
12)	備言	主 Remarks				

[#] 就註冊非香港公司的登記冊及公司紀錄的備存地點而言,在棧越有關「註冊辦事處」時,即棧越註冊非香港公司在香港的「主要營棄地點」。 A reference to the "Registered Office" in relation to the location where registers and company records are kept by a registered non-Hong Kong company is a reference to its "Principal Place of Business" in Hong Kong.

(公司條例) (第 622 章)

第309(2)和(3)、351(4)和(5)、354(1)和(2)、385(2)和(3)、471(4)、543(5)、619(2)和(3)、628(2)和(3)、641(4)和(5)、648(4)和(5)、653M(2)和(3)以及653N(1)和(2)條規定交付的

登記冊及公司紀錄備存地點通知書

填表須知 — 表格 NR2

附註

引言

- 公司必須根據《公司條例》的規定,備存各類登記冊及公司紀錄於公司的註冊辦事處或某個根據《公司條例》第356及657條訂立的規例所訂明公司註冊辦事處以外的地方。該等登記冊及公司紀錄包括一
 - (a) 成員登記冊(第627條)
 - (b) 重要控制人登記冊(第 653H 條)
 - (c) 董事登記冊(第 641 條)
 - (d) 公司秘書登記冊(第 648 條)
 - (e) 押記登記冊(第 352 條)
 - (f) 設立押記的文書的副本(第 351 條)
 - (g) 債權證持有人登記冊(第 308 條)
 - (h) 第384條所述的載有相關詳情的登記冊(第384條)
 - (i) 董事或成員決議的文本、董事會議或成員大會的議事程序紀錄及唯一董事或成員的決定的書面紀錄(第481、483和618條)
 - (j) 獲准許的彌償條文的文本或一份列明該條文的條款的書面備忘錄(第 471 條) 及
 - (k) 管理合約的文本或列出該合約的條款的書面備忘錄(第 543 條)。

根據《公司條例》第657條訂立的規例所訂明的地方是香港境內的地方。

- 註冊非香港公司必須根據《公司條例》的規定,備存押記登記冊及設立押記的 文書的副本於公司在香港的主要營業地點,或根據《公司條例》第356條訂立 的規例所訂明公司在香港的主要營業地點以外的地方。根據《公司條例》第 356條訂立的規例所訂明的地方是香港境內的地方。
- 3. 公司或註冊非香港公司須將登記冊或公司紀錄備存的地方,通知公司註冊處處長(「處長」)。除非該等登記冊及紀錄時刻備存在公司的註冊辦事處(或就有備存押記登記冊及設立押記的文書的副本的註冊非香港公司而言,備存於公司在香港的主要營業地點),公司或註冊非香港公司必須在該些登記冊或公司紀錄首次在該些地方備存後,及在備存的地方有任何更改後的15日內,交付本表格予處長登記。
- 4. 原有公司(指在《2018年公司(修訂)條例》生效日期前已存在的公司)在符合下列情况下,無須將其重要控制人登記冊備存所在的地方通知處長一
 - (a) 如自該公司的重要控制人登記冊開始存在時起,已將該登記冊時刻備存於 該公司的註冊辦事處,又或
 - (b) (i) 自該生效日期起,該公司的成員登記冊繼續時刻備存於在緊接該生效日期前該登記冊所備存的地方,而在緊接該生效日期前,該公司已就其成員登記冊所備存的地方,將根據《公司條例》第 628 條所規定的通知交付處長;及
 - (ii) 自該公司的重要控制人登記冊開始存在時起,該登記冊亦已時刻備存於該公司的成員登記冊所備存的同一地方。

- 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。
- 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。
- 7. 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。

答男

8. 本表格必須由一名董事或公司秘書簽署。如屬註冊非香港公司,本表格亦可由 一名經理或獲授權代表簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

9. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立/註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

登記冊及公司紀錄的備存地點 (第 2B 項)

- 10. 如第 2A 項所選的登記冊或公司紀錄的備存地點為公司註冊辦事處以外的地方,請於「備存地點(註冊辦事處以外)」的空格內加上 ✓ 號,並申報其在查詢的備存地點的詳細地址。本處不接納非香港地址及郵政信箱號碼。
- 11. 如第2A項所選的登記冊或公司紀錄的備存地點由公司註冊辦事處以外的地方轉為公司註冊辦事處,請於「轉為備存於註冊辦事處」的空格內加上 ✓ 號。
- 12. 如公司將某登記冊或公司紀錄的不同部分備存於不同的地點,請於「備註」一欄內清楚述明備存於該地點的相關部分。例如,公司將某登記冊按時段備存於不同的地點時,須於「備註」—欄內述明備存於該地點的登記冊所涵蓋的時段,並用續頁填報其餘地點。

NOTICE OF LOCATION OF REGISTERS AND COMPANY RECORDS

For the purposes of sections 309(2)&(3), 351(4)&(5), 354(1)&(2), 385(2)&(3), 471(4), 543(5), 619(2)&(3), 628(2)&(3), 641(4)&(5), 648(4)&(5), 653M(2)&(3) and 653N(1)&(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NR2

Introduction

- A company is required to keep various registers and company records pursuant to the
 requirements of the Companies Ordinance at its registered office or at places other than the
 registered office as prescribed by regulations made under sections 356 and 657 of the
 Companies Ordinance. These registers and company records include
 - (a) register of members (section 627)
 - (b) significant controllers register (section 653H)
 - (c) register of directors (section 641)
 - (d) register of company secretaries (section 648)
 - (e) register of charges (section 352)
 - (f) copy of every instrument creating a charge (section 351)
 - (g) register of debenture holders (section 308)
 - (h) register of particulars referred to in section 384 (section 384)
 - (i) copies of resolutions of directors or members, minutes of proceedings of directors' meetings or general meetings and written records of decisions of the sole director or member (sections 481, 483 and 618)
 - copy of a permitted indemnity provision or a written memorandum setting out the terms of the provision (section 471), and
 - (k) copy of a management contract or a written memorandum setting out the terms of the contract (section 543).

The place prescribed by regulations made under section 657 of the Companies Ordinance is a place in Hong Kong.

- 2. A registered non-Hong Kong company is required to keep a register of charges and copies of instruments creating charges pursuant to the requirements of the Companies Ordinance at its principal place of business in Hong Kong or at places other than a company's principal place of business in Hong Kong as prescribed by regulations made under section 356 of the Companies Ordinance. The place prescribed by regulations made under section 356 of the Companies Ordinance is a place in Hong Kong.
- 3. A company or a registered non-Hong Kong company must notify the Registrar of Companies (the Registrar) of the places at which the registers and company records are kept. Unless the registers and records have at all times been kept at the registered office of the company (or the principal place of business in Hong Kong for the register of charges and copies of instruments creating charges kept by a registered non-Hong Kong company), the company must notify the Registrar in this form of the locations of the registers and company records within 15 days after they are first kept at those places and of any changes in those locations.
- 4. An existing company (that is a company that came into existence before the commencement of the Companies (Amendment) Ordinance 2018) is not required to notify the Registrar of the place at which its significant controllers register is kept if;
 - (a) since the company's significant controllers register came into existence, the register has at all times been kept at the company's registered office; OR
 - (b) (i) since the commencement date, the company's register of members has at all times been kept at the place at which it was kept immediately before that date, and immediately before the commencement date, the company has delivered to the Registrar notice(s) to notify the Registrar of the place at which the register of members is kept (as required under section 628); and
 - (ii) since the company's significant controllers register came into existence, the register has at all times been kept at the same place at which the company's register of members is kept.

- 5. 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.
- 7. 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

8. This form must be signed by a director or the company secretary. For a registered non-Hong Kong company, this form can also be signed by a manager or the authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

9. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Location of Registers and Company Records (Section 2B)

- 10. If the register or company record indicated in section 2A is kept at a place other than the company's registered office, please put a tick in the box of "Location (Other than Registered Office)" and state the full address of the location in <u>Hong Kong</u> at which the register or company record is kept. Non-Hong Kong addresses and post office box numbers are not acceptable.
- 11. If the location of the register or company record indicated in section 2A is changed from a place other than the company's registered office to the company's registered office, please put a tick in the box "Changed to be Kept at Registered Office".
- 12. Where different parts of a register or company record are kept at different places, please state clearly in the "Remarks" box the specific parts of the register or company record kept in the stated location (e.g. in the case where a register covering different periods is kept at different locations, state the period covered by the specific part of the register that is kept at the stated location in the relevant "Remarks" box) and use continuation sheet(s) to report the remaining location(s).



有關債權證持有人登記支冊的通知書 Notice Relating to Branch Register of Debenture Holders

^{表格} NR3

商業登記號碼 Business Registration Number 註 Note 公司名稱 Company Name 2 開始備存債權證持有人登記支冊 Commencement of Keeping a Branch Register of Debenture Holders 備存登記支冊所在的地址 Address where the Branch Register is Kept 室/樓/座等 Flat/Floor/Block etc. 大廈 Building 街道/屋苑/地段/村等 Street/Estate/Lot/Village etc. 區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc. 國家/地區 Country/Region B. 生效日期 Effective Date **H** DD 月MM 年 YYYY 3 更改備存債權證持有人登記支冊所在的地址 Change in the Address where a Branch Register of Debenture Holders is Kept 前地址 Previous Address **室/樓/座等** Flat/Floor/Block etc. 大廈 Building 街道/屋苑/地段/村等 Street/Estate/Lot/Village etc. 區/市/省/州/郵遞區號等 District / City / Province / State / Postal Code etc. 國家/地區 Country/Region 6 提交人資料 Presentor's Reference 請勿填寫本欄 For Official Use 姓名/名稱 Name: 地址 Address:

傳真 Fax:

電話 Tel:

電郵 Email: 檔號 Reference:

表格 NR3

商業登記號碼 Business Registration Number

	3	更改備存價權證持有人 Change in the Address v			ture Holders is Ke	pt (cont'd)
	В.	新地址 New Address 室/樓/座等				
		Flat / Floor / Block etc.				
		大厦 Building				
		街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.				
		區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.				
		國家/地區 Country/Region				
	C.	生效日期 Effective Date				
		. P. A. S.		H DD	月MM	年 YYYY
9	4 A.	中止債權證持有人登記 備存登記支冊中止前所在				
	۸.	室/樓/座等 Flat/Floor/Block etc.	. HY ME MIL MACHES	Whore the Brahen R	ogioto: Wao Nopt bei	ore biscontinuaries
		大廈 Building				
		街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.				
		區/市/省/州/郵遞區號等 District / City / Province / State / Postal Code etc.				
		國家/地區 Country/Region				
	В.	轉移記項 Transfer of Entri 請在適用的空格內加上 ✓ 號 Pleas				
		上述登記支冊的所有i All the entries in the ab in the same place outsi	記項均已轉移至該 ove branch registe	r have been transfe		
		備存該另一登記支冊戶			Branch Register is K	Cept
		室/樓/座等 Flat/Floor/Block etc.			-	
		大廈 Building				
		街道/屋苑/地段/村 等 Street/Estate/Lot/Village	E etc			
		區/市/省/州/郵送區號 District/City/Province/				
		State / Postal Code etc. 國家/地區 Country / Region				
		上述登記支冊的所有的 All the entries in the debenture holders.				npany's register of
	C.	生效日期 Effective Date				
				∃ DD	月 MM	年 YYYY
В	簽署	Signed:				
	姓名	፯ Name :		日期	Date :	
		董事 Director / 2	公司秘書 Company	Secretary *	目 DD /	月 MM / 年 YYYY

《公司條例》(第 622 章) 第 312 及 315 條規定交付的

有關債權證持有人登記支冊的通知書

填表須知 — 表格 NR3

附註

引言

- 公司如在香港以外地方,發行一系列不可藉交付而轉讓的債權證,或任何該等債權股證,而該公司的章程細則批准它在當地備存居於當地的債權證持有人或債權股證持有人的登記支冊,則它可安排於當地備存該登記支冊。
- 開始備存債權證持有人登記支冊的公司,須在如此行事後的15日內,將述明備存該登記支冊所在的地址的通知,以本表格交付公司註冊處處長(「處長」)登記。
- 3. 備存債權證持有人登記支冊的公司,亦須在備存該登記支冊所在的地址有所更改 後的15日內,將該項更改的通知,以本表格交付處長登記。
- 4. 如公司中止登記支冊,該登記支冊的所有記項,均須轉移至該公司在香港以外的 同一地方備存的另一登記支冊,或該公司的債權證持有人登記冊。如公司中止登 記支冊,該公司須在如此行事後的15日內,將中止該登記支冊及有關記項轉移 至的登記冊的通知,以本表格交付處長登記。
- 5. 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。
- 6. 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。
- 7. 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

8. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

9. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的 首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的 公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編 號。

NOTICE RELATING TO BRANCH REGISTER OF DEBENTURE HOLDERS

For the purposes of sections 312 and 315 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NR3

Introduction

- If a company issues in a place outside Hong Kong a series of debentures, or any debenture stock, that are not transferable by delivery, the company may, if it is authorized to do so by its articles, cause to be kept there a branch register of the holders of the debentures or debenture stock who are resident there.
- A company that begins to keep a branch register of debenture holders must deliver to the Registrar of Companies (the Registrar) for registration a notice in this form within 15 days after doing so, stating the address where the branch register is kept.
- A company that keeps a branch register of debenture holders must also deliver to the Registrar for registration a notice in this form of any change in the address where the branch register is kept, within 15 days after the change.
- 4. If a company discontinues a branch register, all the entries in that register must be transferred to some other branch register kept in the same place outside Hong Kong by the company or the company's register of debenture holders. The company must, within 15 days after the discontinuance, deliver to the Registrar for registration a notice in this form informing the Registrar of the discontinuance and the register to which the entries have been transferred.
- 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.
- 7. 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.

Business Registration Number

9. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.



有關成員登記支冊的通知書 Notice Relating to Branch Register of Members

表格 NR4

Form NK4

	Business	Registration Nun
	<u> </u>	
agiatar of Mamba		
egister of Member the Branch Registe		
日 DD	月MM	年 YYYY
Register of Memb	ers is Kept	
海 加 神 安	本欄 For Official U s	20
調勿吳為	a, γ _{mi} i oi oπiciai os	

表格	NR4
Form	NK4

商業登記號碼 Business Registration Number

	3	更改備存成員登記支冊 Change in the Address v			ers is Kept (cont'd)	
	B.	新地址 New Address 室/樓/座等				
		Flat / Floor / Block etc. 大廈				
		Building				
		街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.				
		區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.				
		國家/地區 Country/Region				
	C.	生效日期 Effective Date				
_				目 DD	月MM	年YYYY
U	4 A.	中止成員登記支冊 Disc 備存登記支冊中止前所在				re Discontinuance
		室/樓/座等 Flat/Floor/Block etc.				
		大廈 Building				
		街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.				
		區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.				
		國家/地區 Country/Region				
	В.	轉移記項 Transfer of Entri 請在適用的空格內加上 ✓ 號 Plea				
		上述登記支冊的所有	記項均已轉移至該			
		All the entries in the all in the same place outs			rred to some other I	oranch register kept
		備存該另一登記支冊	所在的地址 Addre	ss where that Other	Branch Register is	Kept
		室 /樓/座等 Flat/Floor/Block etc.				
		大廈 Building				
		街道/屋苑/地段/村等 Street/Estate/Lot/Village	etc.			
		區/市/省/州/郵遞區號 District/City/Province/ State/Postal Code etc.				
		State/Postal Code etc. 國家/地區 Country/Region				
		上述登記支冊的所有				
		All the entries in the members.	above branch regi	ster nave been tra	nsterred to the col	npany's register of
	C.	生效日期 Effective Date				
				日 DD	月 MM	年 YYYY
8	簽署	Signed :				
	姓名	Name :	公司秘書 Company	Becretary *		月MM / 年YYYY
	* 請!	■去 Directory		200rotal y	日 DD /	月MM / 年YYYY

(公司條例) (第 622 章) 第 636 及 639 條規定交付的

有關成員登記支冊的通知書

填表須知 — 表格 NR4

附註

引言

- 如有股本的公司的章程細則批准它在香港以外地方備存該公司居於當地的成員的 登記支冊,該公司可於當地備存該登記支冊。
- 2. 開始備存成員登記支冊的公司,須在如此行事後的15日內,將述明備存該登記支冊所在的地址的通知,以本表格交付公司註冊處處長(「處長」)登記。
- 3. 備存成員登記支冊的公司,亦須在備存該登記支冊所在的地址有所更改後的15日 內,將該項更改的通知,以本表格交付處長登記。
- 4. 如公司中止登記支冊,該登記支冊的所有記項,均須轉移至該公司在香港以外的 同一地方備存的另一登記支冊,或該公司的成員登記冊。如公司中止登記支冊, 該公司須在如此行事後的15日內,將中止該登記支冊及有關記項轉移至的登記冊 的瀕知,以本表格交付廣長登記。
- 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。
- 6. 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。
- 7. 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

8. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

9. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的 首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

NOTICE RELATING TO BRANCH REGISTER OF MEMBERS

For the purposes of sections 636 and 639 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NR4

Introduction

- A company having a share capital may keep in a place outside Hong Kong a branch register of its members resident there if it is authorized to do so by its articles.
- A company that begins to keep a branch register of members must deliver to the Registrar of Companies (the Registrar) for registration a notice in this form within 15 days after doing so, stating the address where the branch register is kept.
- A company that keeps a branch register of members must also deliver to the Registrar for registration a notice in this form of any change in the address where the branch register is kept, within 15 days after the change.
- 4. If a company discontinues a branch register, all the entries in that register must be transferred to some other branch register kept in the same place outside Hong Kong by the company or the company's register of members. The company must, within 15 days after the discontinuance, deliver to the Registrar for registration a notice in this form informing the Registrar of the discontinuance and the register to which the entries have been transferred.
- 5. 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.
- 7. 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.

Business Registration Number

9. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.



表格 NRE1

向少數股東發出的通知一全面收購 (要約人全面收購少數股東的股份的權利)

			商業登記號碼
註	1	公司名稱 (公司)	(公司)
	2	要約人名稱	
	3	此通知現發給公司的下述少數股東: 姓名/名稱	
		地址	
2	4	背景 要約人於 年月	
		要約人已憑藉該要約獲接受,而收購或訂立合約2 90%。/ 原訟法庭於年	
	5	本通知*。 通知 要約人現依據 (公司條例) (第 622 章)第 693 條	·發出以下邇知—
		(1) 要約人有意收購你所持有公司的	股份。

* 請將不適用者刪去

指明編號 1/2023 (2023年12月)

向少數股東發出的通知一全面收購(要約人全面收購少數股東的股份的權利)

	曲	栗	堂	配	號	崵		

(2) ((a)	上述的收購要約讓股份持有人選擇代價,有關選項的詳情為:
(,	你可在本通知的日期後的2個月內,藉著按下文第(5)段指明的地址送交要8 信件,就上文(a)段所述的選項詳情,示明你的選擇。
(如你沒有根據上文(b)段所述的選項示明一個選擇,則該要約指明的下述代適用,即:
(3) (,	上述的收購要約訂定股份持有人會收取要約人的股份或債權證 [,] 亦可選擇收 第三者提供的其他代價以作代替,即:
* ((b)	而收購要約的條款包括該選擇權。
* ((b)	但你有收取由要約人提供的其他代價的相應選擇權,即:
		如你有意行使此項相應選擇權,必須在由本通知的日期後的 2 個月內,賴

^{*} 請將不適用者刪去

向少數股東發出的通知一全面收購(要約人全面收購少數股東的股份的權利)

	商勇	き 登	記	號	釂	

(4)	除非原訟法庭應你在本通知的發出日期後的2個月內提出的申請,根據《公司條例》
	第695(3)條作出命令,否則要約人有權並須接收購要約的條款,包括按照上文第(2)
	及(3)段(如邁用的話)所提述的代價及選擇權,收購有關股份。

k	(5)	根據上文第(2)或(3)段的條文指明送交要約人的信件的地址是:

簽署	:				
姓名	:		日期	:	
		要約人			

^{*} 請將不適用者刪去

《公司條例》(第 622 章) 第 694(1)(a) 條規定的

向少數股東發出的通知 — 全面收購 (要約人全面收購少數股東的股份的權利)

填表須知 — 表格 NRE1

附註

- 在符合《公司條例》第693(1)、693(2)或693(7)條所列明的條件的情況下,要約人可向要約所關乎的任何未收購的或未訂立合約承諾無條件收購的股份的持有人發出通知,表明要約人有意收購該等股份。要約人必須以本表格向有關的股份持有人發出通知。
- 2. (一) 如要约只關乎某一類別或某些類別的股份,請述明該類別或該等類別。 (二) 請簡述要約的性質。
- 3. 請在空位內述明各項代價選項的詳情。
- 4. 如股份持有人沒有示明一個選擇,請述明適用的代價。
- 5. 請 斌 明 有 關 撰 擇 權 的 詳 情。
- 6. 如可供選擇的(b)簡適用的話,請在空位內就明相應選擇權的詳情。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。



Form NRE1

Notice to Minority Shareholders—Takeover (Right of Offeror to Buy out Minority Shareholders)

				Business Registration Number
Note				(the Company)
	1	Company Nam	e (the Company)	
	2	Name of the O	fferor	
	3	This notice is I	nereby given to the following	Minority Shareholder of the Company :
		Name		
		Address		
	4	Background		
		On the	day of	the offeror made a takeover offer
2		to acquire all the	(a)	shares in the Company except those held by the
		offeror (b)		
		The offeror has,	, by virtue of acceptances of th	e offer, acquired, or contracted unconditionally to acquire,
			number of the shares to which to	he offer relates. / The Court has by an order dated o give this notice*.
	5	Notice		
	5		ction 693 of the Companies O	dinance (Cap. 622) the offeror hereby gives you notice as
		follows :	s.c. 250 or the companies of	amanes (sap. saz) the entered hereby gives you notice as
		(1) The of	feror desires to acquire the	shares held by you in the Company.

Specification No. 1/2023 (December 2023)

^{*} Delete whichever does not apply

	e to Minority Shareholders – Takeover t of Offeror to Buy out Minority Shareholders)	Business Registration Nu
(2) (a)	The said takeover offer gives the holder of shares a choice choices are :	e of consideration, particulars
(b)	You may within 2 months after the date of this notice indepreceding sub-paragraph (a) by a letter sent to the offeror at (5) below.	-
(c)		ding sub-paragraph (b), the foll
(3)(a)	The said takeover offer provides that the holder of shares is the offeror, with an option to receive some other consideration instead, viz:	
* (b)	and the terms of the takeover offer include the said option.	
* (b)	but you have a corresponding option to receive some other offeror, viz:	consideration to be provided by
	and if you wish to exercise this corresponding option you r	

(5)	The address of the offeror to which any letter is to be sent under the provisions of paragraph (2
(-)	or (3) above is :

option as determined in accordance with paragraphs (2) and (3) above if applicable.

held by you in the Company on the terms of the takeover offer including the consideration and

Signed	:				
Name	:		Date	:	
		The offeror	•		

^{*} Delete whichever does not apply

NOTICE TO MINORITY SHAREHOLDERS – TAKEOVER (RIGHT OF OFFEROR TO BUY OUT MINORITY SHAREHOLDERS)

For the purposes of section 694(1)(a) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NRE1

- If the conditions set out in section 693(1), 693(2) or 693(7) of the Companies Ordinance are satisfied, the offeror may give notice to the holder of any shares to which the offer relates that the offeror has not acquired or contracted unconditionally to acquire that it desires to acquire those shares. This form must be used by the offeror for giving the notice to such shareholder.
- (a) If the offer is limited to a certain class or classes of shares, please state the class or classes to which the offer relates.
 - (b) Please state shortly the nature of the offer.
- 3. Please state the particulars of the choices of consideration in the space provided.
- 4. Please state the consideration which will apply if the shareholder does not indicate a choice.
- 5. Please state the particulars of the option.
- If the alternative sub-paragraph (b) is applicable, please state the particulars of the corresponding option in the space provided.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.



^{表格} NRE2

商業登記號碼

公司註冊處

註

向少數股東發出的通知一全面收購 (少數股東要求要約人全面收購股份的權利)

	(公司)
公司名	稱 (公司)
要約人:	名稱
此通知:	見發給公司的下述少數股東:
姓名/	名稱
John L.I	
地址	
背景	
	~年月日作出收購要約,收購該公司的 股份(要約人所持有的股份除外) ^(二)
要約人	
要約人	
要約人這	股份(要約人所持有的股份除外) (二)
要約人! 要約に 要約に 事物に 要約に 事物に 事物に 事物に 事物に 事物に 事物に 事物に 事物に 事物に 事物	股份(要約人所持有的股份除外) (二)
要約人! 要約に 要約に 事物に 要約に 事物に 事物に 事物に 事物に 事物に 事物に 事物に 事物に 事物に 事物	股份(要約人所持有的股份除外) (二)
要们要约员	股份(要約人所持有的股份除外) (二)
要们要约员	股份(要約人所持有的股份除外) (二)

* 請將不適用者刪去

向少數股東發出的通知一全面收購 /小數肌車面水面約 | 本高收購肌炒的機利)

	(少数放木安小安心)八王山坎姆(灰)川)惟刊)	
(b)	因此通知是在收購要約的要約期終結前發出的,該要	約仍然可予接受。
(c)	如你有意行使上文(a)節所提述的權利,你必須在要每日期(以較後者計)之後的3個月內,將致予要約人的	
	•	
(a)	上述的收購要約讓股份持有人選擇代價,有關選項的	詳情為 :
(b)	你可於上文(1)段所述的信件中,示明你的選擇。	
(c)	如你沒有示明一個選擇,則該要約指明的下述代價會	適用,即:
(a)	上述的收購要約訂定股份持有人會收取要約人的股份由第三者提供的其他代價以作代替,即:	}或債權證,亦可選擇收取

商業登記號碼

(3)	(a)	上述时以朋安约司足反仍分为入官议以安约入时反仍实值懂起?	小 5 医 存 収 収
		由第三者提供的其他代價以作代替,即:	

*(b) 而收購要約的條款包括該選擇權;

*(b) 但你有收取由要約人提供的其他代價的相應選擇權,即

你可藉上文第(1)段所指要求要約人收購你所持有的股份的信件,行使此項相應 選擇權。

簽署	:				
姓名	:		日期	:	
		要約人			

* 請將不適用者刪去

(2)

《公司條例》(第 622 章) 第 702(1)(a) 條規定的

向少數股東發出的通知一全面收購 (少數股東要求要約人全面收購股份的權利)

填表須知 - 表格 NRE2

附註

- 在符合《公司條例》第700(1)(a)及(b)或700(2)(a)及(b)條所列明的條件的情況下,要約所關乎的股份而在要約期終結前沒有接受該要約的持有人,可藉致予要約人的信件要求要約人收購該等股份。
- 如任何股份的持有人根據《公司條例》第700條有權要求要約人收購該等股份, 則要約人須向該持有人發出通知,告知該持有人一
 - (a) 該持有人根據該條具有的權利;及
 - (b) 行使該權利的限期。

要約人必須以本表格向有關股份持有人發出通知。

- 3. (一) 如要约只關乎某一類別或某些類別的股份,請述明該類別或該等類別。 (二) 請簡述要約的性質。
- 4. 請指明有關股份持有人須把信件送交的地址。
- 5. 請在空位內減明各項代價撰項的詳情。
- 6. 如股份持有人沒有示明一個選擇,請就明適用的代價。
- 7. 請述明要約有關選擇權的詳情。
- 8. 如可供選擇的(b)節適用的話,請在空位內述明相應選擇權的詳情。

商業登記號碼

9. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-,後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。



Form NRE2

Companies Registry

Notice to Minority Shareholders – Takeover (Right of Minority Shareholders to be Bought out by Offeror)

(Right of Minority Shareholders to be Bought out by Offeror)

Business Registration Number

Note					(the Company)
Note	1	Company Name	e (the Company)		
	2	Name of the Of	feror		
	3	This notice is h	ereby given to the fol	lowing Minority Shareholder	of the Company:
		Name			
		Name			
		Address			
	4	Daakanaund			
	4	Background			
3					the offeror made a takeover offer Company except those held by the
					company except mose near by the
		and the offer per	od ended / will end *	on	
				-	90% in number of the shares to which
		the offer relates. offeror.	You hold	shares in the Company and ha	ave not accepted the said offer by the
	5	Notice			
	э				
		Pursuant to section follows:	tion 701 of the Compa	inies Ordinance (Cap. 622) the	offeror hereby gives you notice as
		10110413.			
		(1) (a) You ma		•	ror to acquire your said holding of
		and bo			nd if you do so the offeror is entitled er offer or on other terms as agreed
			-		on application by you or the offeror,
		may or	der.		
	*	(b) Ac thi	ie natica ie aivan bafar	a the end of the offer period of	the takeover offer, the offer is still
		1 ' '	for acceptance.	c the cha of the other period of	uic uncover oner, the oner is still

^{*} Delete whichever does not apply

Notice to Minority Shareholders - Takeover **Business Registration Number** (Right of Minority Shareholders to be Bought out by Offeror) (c) If you wish to exercise the rights referred to in the preceding sub-paragraph (a) you must send the letter to the offeror at within 3 months after the end of the offer period or the date of this notice, whichever is the later. The said takeover offer gives the holder of shares a choice of consideration, particulars of the choices are : (b) You may indicate your choice in the letter referred to in the preceding paragraph (1). (c) If you do not indicate a choice, the following consideration specified in the offer will apply, viz: (3) The said takeover offer provides that the holder of shares is to receive shares in or debentures of the offeror with an option to receive some other considerations to be provided by a third party instead, viz: (b) and the terms of the takeover offer include the option. (b) but you have a corresponding option to receive the following consideration to be provided by the offeror, viz:

Signed Name			Date			
101110	· —	The Offeror		·—		

shares by the letter referred to in paragraph (1) above.

and you may exercise this corresponding option when requiring the offeror to acquire your

* Delete whichever does not apply

NOTICE TO MINORITY SHAREHOLDERS – TAKEOVER (RIGHT OF MINORITY SHAREHOLDERS TO BE BOUGHT OUT BY OFFEROR)

For the purposes of section 702(1)(a) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NRE2

- 1. If the conditions set out in section 700(1)(a) and (b) or 700(2)(a) and (b) of the Companies Ordinance are satisfied, the holder of any shares to which the offer relates who has not accepted the offer before the end of the offer period may, by a letter addressed to the offeror, require the offeror to acquire those shares.
- If the holder of any shares is entitled under section 700 to require an offeror to acquire the shares, the offeror must give notice to the holder of —
 - (a) the holder's rights under that section; and
 - (b) the period within which those rights are exercisable.

This form must be used by the offeror for giving the notice to such shareholder.

- (a) If the offer is limited to a certain class or classes of shares, please state the class or those classes to which the offer relates.
 - (b) Please state shortly the nature of the offer.
- 4. Please specify the address to which the shareholder's letter should be sent.
- 5. Please state the particulars of the choices of consideration in the space provided.
- 6. Please state the consideration which will apply if the shareholder does not indicate a choice.
- 7. Please state the particulars of the option.
- If the alternative sub-paragraph (b) is applicable, please state the particulars of the corresponding option in the space provided.

Business Registration Number

9. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.



^{表格} NRE3

向少數股東發出的通知一全面回購(回購公司全面回購少數股東的股份的權利)

					商業登前	己號碼
					(回購公	. 司 \
					(四州公	Ε1)
1	公司名稱 (回購	公司)				
2	此通知現發給回	購公司的下述少數	放股東:			
	姓名/名稱					
	地址					
3	背景					
			_		 	
		年				
	第707條所指的	公開要約,回購名	公司的所有 ()			股份 ^(二)
						•
		該要約獲接受而回				
	最少90%。 / 職公司發出本通	原訟法庭於	年	月 _	日作出	命令,授權回
		XII * *				
4	通知					
	回購公司現依據	《公司條例》第7	/12 條發出以下通	知一		
	(1) 回購公司有	意回購你所持有公	可的			股份。
	1					I

* 請將不適用者刪去

指明編號 1/2023 (2023年12月)

向少數股東發出的通知一全面回購(回購公司全面回購少數股東的股份的權利

]一全面回購	間来 豆 記 勁 嗨
更的股份的權利)	

* (2)	(a)	上述的公開要約讓股份持有人選擇代價,有關選項的詳情為:
	(b)	你可在本通知的日期後的2個月內,藉著按下文第(4)段指明的地址送交回購欠的信件,就上文(a)段所述的選項詳情,示明你的選擇。
	(c)	如你沒有根據上文(b)段所述的選項示明一個選擇,則該要約指明的下述代價適用,即:
(3)	出自	作原訟法庭應你在本通知的發出日期後的2 個月內提出的申請,根據第714(3)係 命令,否則回購公司有權並須按公開要約的條款,包括按上文第(2)段(如適用的
	所担	是述的代價,回購你持有的
* (4)	根據	拿上文第(2)段的條文指明送交回購公司的信件的地址是:
	_	
簽署	:	
姓名	:	日期 : 日期 :

* 請將不適用者刪去

《公司條例》(第 622 章) 第 713(1)(a) 條規定的

向少數股東發出的通知 一 全面回購 (回購公司全面回購少數股東的股份的權利)

填表須知 - 表格 NRE3

附註

- 1. 在符合《公司條例》第712(1)及712(2)、712(3)或712(8)條所列明的條件的情況下,回購公司可向要約所關乎的任何未回購的或未訂立合約承諾無條件回購的股份的持有人發出通知、表明公司有意回購該等股份。回購公司必須以本表格向有關的股份持有人發出通知。
- 2. (一) 如公開要約只關乎某一類別或某些類別的股份,請述明該類別或該等類別。
 - (二) 請簡述要約的性質。
- 3. 請在空位內述明各項代價選項的詳情。
- 4. 如股份持有人沒有示明一個選擇,請述明適用的代價。

商業登記號碼

5. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。



Specification No.1/2023 (December 2023)

Form NRE3

Notice to Minority Shareholders -General Offer for Share Buy-back (Right of Repurchasing Company to Buy out Minority Shareholders)

			Business Registration Number					
Note			(the Repurchasing Company)					
	1	Company Name (the Repurchasing Company)						
	2	This notice is hereby given to the following Minority Shareho	Ider of the Repurchasing Company:					
		Name						
		Address						
_	3	Background						
2		On the day of the Repurchasing meaning of section 707 of the Companies Ordinance (Cap. 622) to be	. ,					
		the Repurchasing Company (b)	-					
		The Repurchasing Company has, by virtue of acceptances of	f the offer, bought back or contracted					
		unconditionally to buy back at least 90% in number of the shares to						
		by an order dated authorized the Repu	rchasing Company to give this notice*.					
	4	Notice						
		Pursuant to section 712 of the Companies Ordinance the Repurchasing Company hereby gives you notice as						
		follows:						
		lollows:						

Notice to Minority Shareholders – General Offer for Share Buy-back

General Offer for Share Buy-back
(Right of Repurchasing Company to Buy out Minority Shareholders)

Business Registration Number

(2)	(a)	The said general offer gives the holder of shares a choice of consideration, particulars choices are:
	(b)	You may within 2 months after the date of this notice indicate your choice referred to preceding sub-paragraph (a) by a letter sent to the Repurchasing Company at the ac specified in paragraph (4) below.
	(c)	If you do not indicate a choice in accordance with the preceding sub-paragraph (b), the following consideration specified in the offer will apply, viz:
(3)	app Rep held	lication by you made within 2 months after the date on which this notice is given urchasing Company is entitled and bound to buy back thes
(3)	app Rep held app	by you on the terms of the general offer as determined in accordance with paragraph (2) ab
	app Rep held app	lication by you made within 2 months after the date on which this notice is given urchasing Company is entitled and bound to buy back thes if by you on the terms of the general offer as determined in accordance with paragraph (2) abilicable.
	app Rep held app	lication by you made within 2 months after the date on which this notice is given urchasing Company is entitled and bound to buy back thes if by you on the terms of the general offer as determined in accordance with paragraph (2) abilicable.

NOTICE TO MINORITY SHAREHOLDERS – GENERAL OFFER FOR SHARE BUY-BACK (RIGHT OF REPURCHASING COMPANY TO BUY OUT MINORITY SHAREHOLDERS)

For the purposes of section 713(1)(a) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NRE3

- 1. If the conditions set out in sections 712(1) and 712(2), 712(3) or 712(8) of the Companies Ordinance are satisfied, the repurchasing company may give notice to the holder of any shares to which the general offer relates that the repurchasing company has not bought back, or contracted conditionally to buy back, that it desires to buy back those shares. This form must be used by the repurchasing company for giving the notice to such shareholder.
- (a) If the general offer is limited to a certain class or classes of shares, please state the class or classes to which the offer relates.
 - (b) Please state shortly the nature of the offer.
- 3. Please state the particulars of the choices of consideration in the space provided.
- 4. Please state the consideration which will apply if the shareholder does not indicate a choice.

Business Registration Number

5. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.



^{表格} NRE4

向少數股東發出的通知一全面回購(少數股東要求回購公司全面回購股份的權利)

		商業登記號碼
		(回購公司)
1	公司名稱 (回購公司)	
	此通知現發給回購公司的下述少數股東:	
	姓名/名稱	
	地址	
	背景	
		日作出《公司條例》(第 622 章)
	第 707 條所指的公開要約,回購公司的所有 ^(一) 股份 ^(二) _	
	該要約的要約期已於/將於 [*] 年 月 日終約	。 古。同膳公司控制的公司职份,化
	要約所關乎的股份中的最少 90%,而你持有公司的	
	公司作出的要約。	
	通知	
	回購公司現依據《公司條例》第 719 條發出以下通知—	
	(1) (a) 你可藉致予回購公司的信件,要求公司回購你所	持有公司的
		要求,回購公司有權並須按有關
	公開要約的條款回購有關股份,或以你與公司議 按法院應你或回購公司的申請而作出的命令所指	

* 請將不適用者刪去

向少數股東發出的通知一全面回購 (少數股東要求回購公司全面回購股份的權利)

(b)

(c)

L
此通知是在公開要約的要約期終結前發出的,該要約仍然可予接受。
如你有意行使上文(a)節所提述的權利,你必須在要約期終結時或發出本通知的 日期(以較後者計)之後的3個月內,將致予回購公司的信件送交

商業登記號碼

			•
_	*	(2) (a)	上述的公開要約讓股份持有人選擇代價,有關選項的詳情為:
6			
		(b)	你可於上文(1)段所述的信件中,示明你的選擇。
6		(c)	如你沒有示明一個選擇,則該要約指明的下述代價會適用,即:

簽署	:				
姓名	:		日期	:	
		代表回 購 公司的			

代表回購公司的 董事/公司秘書 *

* 請將不適用者刪去

《公司條例》(第 622 章) 第 720(1)(a) 條規定的

向少數股東發出的通知一全面回購 (少數股東要求回購公司全面回購股份的權利)

填表須知 - 表格 NRE4

附註

- 1. 在符合《公司條例》第718(1)及718(2)條或718(3)條所列明的條件的情況下,要 約所關乎的股份而在要約期終結前沒有接受該要約的持有人,可藉致予回購公 司的信件,要求公司回購該等股份。
- 如任何股份的持有人根據《公司條例》第718條有權要求回購公司回購該等股份,則該公司須向該持有人發出通知,告知該持有人一
 - (a) 該持有人根據該條具有的權利;及
 - (b) 行使該權利的限期。

回購公司必須以本表格向有關股份持有人發出通知。

- 3. (一) 如要約只關乎某一類別或某些類別的股份, 並明該類別或該等類別。 (二) 請簡述要約的性質。
- 4. 請指明有關股份持有人須把信件送交的地址。
- 5. 請在空位內述明各項代價選項的詳情。
- 6. 如股份持有人沒有示明一個選擇,請述明適用的代價。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。



Form NRE4

Companies Registry

Notice to Minority Shareholders -General Offer for Share Buy-back (Right of Minority Shareholders to be Bought out by Repurchasing Company)

			Business Registration Number
			(the Repurchasing Company)
e	1	Company Name (the Repurchasing Company)	
	2	This notice is hereby given to the following Minority Shareho	older of the Repurchasing Company:
		Name	
		Address	
	3	Background	
ı		On the day of the Repurchas the meaning of section 707 of the Companies Ordinance (Cap. 622) shares in the Repurchasing Company (b)	
		and the offer period ended / will end * on	·
		The shares in the Repurchasing Company now controlled by the 90% in number of the shares to which the offer relates. You hold Repurchasing Company and has not accepted the said offer by the	shares in the
	4	Notice	
		Pursuant to section 719 of the Companies Ordinance the Repurcha follows :	asing Company hereby gives you notice as
		(1) (a) You may by a letter addressed to the Repurchasing C holding of shares in the compar Company is entitled and bound to buy back the shares other terms as agreed between you and the Repurchasin on application by yourself or the Repurchasing Compan	ny and if you do so the Repurchasing s on the terms of the general offer or on ng Company or on the terms as the Court,
		(b) As this notice is given before the end of the offer period	

Notice to Minority Shareholders – General Offer for Share Buy-back (Right of Minority Shareholders to be Bought out by Repurchasing Company)

Business Registration Number

	(c)	If you wish to exercise the rights referred to in the preceding sub-paragraph (a) you must sthe letter to the Repurchasing Company at
		within 3 months after the end of the offer period or the date of this notice, whichever is the la
(2)	(a)	The said general offer gives to the holder of shares a choice of consideration, particulars of choices are :
		You may indicate your choice in the letter referred to in the preceding paragraph (1).
	(c)	If you do not indicate a choice then the following consideration specified in the offer will apviz:
Signed Jame	:	Date : Date : for the Repurchasing Company

NOTICE TO MINORITY SHAREHOLDERS – GENERAL OFFER FOR SHARE BUY-BACK (RIGHT OF MINORITY SHAREHOLDERS TO BE BOUGHT OUT BY REPURCHASING COMPANY)

For the purposes of section 720(1)(a) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NRE4

- If the conditions set out in sections 718(1) and 718(2) or 718(3) of the Companies Ordinance are satisfied, the holder of any shares to which the offer relates who has not accepted the offer before the end of the offer period may, by a letter addressed to the repurchasing company, require that company to buy back those shares.
- If the holder of any shares is entitled under section 718 to require a repurchasing company to buy back the shares, the repurchasing company must give notice to the holder of —
 - (a) the holder's rights under that section; and
 - (b) the period within which those rights are exercisable.

This form must be used by the repurchasing company for giving the notice to such shareholder.

- (a) If the offer is limited to a certain class or classes of shares, please state the class or those classes to which the offer relates.
 - (b) Please state shortly the nature of the offer.
- 4. Please specify the address to which the shareholder's letter should be sent.
- 5. Please state the particulars of the choices of consideration in the space provided.
- 6. Please state the consideration which will apply if the shareholder does not indicate a choice.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.



^{表格} NS1

申請新股份證明書

註 致: (公司名稱) 1 申請人資料 姓名 姓氏 名字 地址 登記持有人 登記持有人的受讓人 身分 (請在適當空格內加上 ✓ 號) 2 遗失了股份證明書的股份的詳情 股份類別 股份數目 股份證明書編號 該等股份的識別號碼 至 至 最後錄得的成交價的日期 最後錄得的每股成交價 \$ \$ 股份的最新總值 \$ \$ 有關股份的總值 \$

日期 :

申請人

簽署 :

《公司條例》(第 622 章) 第 163(1)條規定的

申請新股份證明書

填表須知 - 表格 NS1

附註

如上市公司股份的股份證明書已遺失,合資格人士可向該公司申請新股份證明書。本表格是用以提出此項申請。

合資格人士就上市公司的股份而言,指一

- (a) 該等股份的登記持有人;或
- (b) 聲稱有權就該等股份將其姓名或名稱記入公司的成員登記冊內的人。
- 2. (a) 請 並 明 股 份 的 類 別 , 即 普 通 股 、 優 先 股 、 遞 延 股 或 其 他 類 別 。
 - (b) 如已就有關股份發出多張股份證明書,請述明股份證明書的編號。如編號 不詳,請述明「不詳」。
 - (c) 另請在適當的空位內述明有關股份的識別號碼。如號碼不詳,請述明「不 詳」。
 - (d) 最新價值指公司同一類別的股份於提出新股份證明書的申請前,在香港聯合交易所有限公司營辦的證券市場最後錄得的成交價計算的價值。詳情請參閱《公司條例》第164(8)條。
 - (e) 請把各類股份的「股份的最新總值」相加,並將總和填寫在「有關股份的 總值」一欄內。

商業登記號碼

3. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。



Form NS1

Companies Registry

Application for New Share Certificate

To:	То :									
	(Company Name)									
1 Pa	(Company Name) Particulars of Applicant									
	Name									
140	ine									
	ı	Surname		Other na	mes					
A	ddress									
C	apacity	Registere	ed holder	Transferee fro	m the registered holder					
		(Please tick appropriate box)								
2 D	Details of the Shares for which the Share Certificates have been Lost									
c	lass of Shares									
N	lo. of Shares									
s	Share Certificate	Numbers								
E ti	Distinguishing Notes that the Shares	lumbers of		То	То					
	ate of Last Rec	orded Price								
	ast Recorded Fach Share	Price of	\$		\$					
L	atest Total Val	ıe	\$		\$					
	Grand Total Value of the Shares		\$							

Specification No. 1/2023 (December 2023)

APPLICATION FOR NEW SHARE CERTIFICATE

For the purposes of section 163(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NS1

 If a share certificate for shares in a listed company has been lost, an eligible person may apply to the company for a new certificate. This form should be used for such an application.

Eligible person, in relation to shares in a listed company, means —

- (a) a registered holder of the shares; or
- (b) a person who claims to be entitled to have the person's name entered in the register of members of the company in respect of the shares.
- 2. (a) Please state the class of shares, i.e. Ordinary, Preference, Deferred or as appropriate.
 - (b) If separate share certificates have been issued for the shares, please state the share certificate numbers. If the numbers are unknown, please state 'Unknown'.
 - (c) Please also state the distinguishing numbers of the shares in the appropriate space. If the numbers are unknown, please state 'Unknown'.
 - (d) 'Latest value' of shares means the value of the shares calculated at the last recorded price paid for shares of the same class in the company at the stock market operated by the Stock Exchange of Hong Kong Limited prior to the making of the application for the new certificate. Please refer to section 164(8) of the Companies Ordinance for details.
 - (e) Please add up the 'Latest Total Value' of different classes of shares and state the aggregate amount under the item 'Grand Total Value of the Shares'.

Business Registration Number

3. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.



* *請刪去不適用者* 指明編號 1/2023 (2023 年 12 月)

^{表格} NS3

擬發出新股份證明書的公告

商業登記號碼

申請人 (a)	登記持有人 (b)	股份證明書 編號 (c)	識別號碼	股份數目 (e)	股份類
		1	I.		
+ M	* /4L AH AH NT	ナハヨ可度 /	7 = M- MI 1	50° COO 30° 10° 4	co Meren
		本公司可應《 一張 * 新股份記		第 622 章)第 10	63 條所
申請,發出一(a)本公司已	一張 / 多於一 公布第164(2)(登明書— 告,而該公告		
申請,發出一(a)本公司已	一張 / 多於一 公布第164(2)(一張 * 新股份記a)條所指的公价	登明書— 告,而該公告		
申請,發出一(a) 本公司已 期間內, 或 本公司已	一張 / 多於一公布第164(2)(無間斷地在本2公布並刊登第1	一張 * 新股份記a)條所指的公价	登明書— 告,而該公告 上供*;及 的公告,而認	已在一段為期	最少一個
申請,發出一 出 之間, 以 可内, 或 公的 可期 不 日及	一張 / 多於一 公布第164(2)(無間斷地在本名 公布並刊登第1 内,無間斷地右	一張 * 新股份計 a)條所指的公价公司的網站上提 公司的網站上提	登明書一 告,而該公告 供*;及 的公告,而該 的公告,並按	已在一段為期 《公告已在一段 照第164(3)條》	最少一個

《公司條例》(第 622 章) 第 164(1)條規定的

擬發出新股份證明書的公告

填表須知 - 表格 NS3

附註

- 上市公司如擬應《公司條例》第163條所指的申請發出新股份證明書,須按照 第164條刊登符合指明格式的公告。本表格是用以刊登公告時使用。
- 2. 請在適當的空位內述明以下資料一
 - (a) 申請人的姓名/名稱(如申請人是該等股份的登記持有人,請刪去此欄);
 - (b) 於公告目期在公司成員登記冊所載該等股份的登記持有人的姓名/名稱;
 - (c) 股份證明書的編號;
 - (d) 股份的識別號碼(如號碼不適用,請刪去此欄);
 - (e) 股份的數目,即股份的數量;及
 - (f) 股份的類別,即普通股、優先股、遞延股或其他類別。

商業登記號碼

3. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。



Form NS3

Companies Registry

Specification No. 1/2023 (December 2023)

Notice of Intention to Issue New Share Certificate

Business Registration Number

Applicant (a)	Registered Holder (b)	Certificate Number (c)	Distinguishing Number (d)	Number of Shares (e)	Clas of Sha (f)
			ned Company ma	•	
) and the notice h		available
OR .	ū	•	east one month *;		واطوالوريو
a notice is		ut a period of a) and the notice hat least 3 months		
Company's	with section 164(3)	*; and			
Company's accordance	with section 164(3)		her claim in respec	t of the shares.	

NOTICE OF INTENTION TO ISSUE NEW SHARE CERTIFICATE

For the purposes of section 164(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NS3

- A listed company that intends to issue a new share certificate on an application under section 163 of the Companies Ordinance must publish a notice in the specified form in accordance with section 164. This form should be used for the publication of the notice.
- Please state the following in the appropriate space
 - the name of the applicant (If the applicant is the registered holder of the shares, please delete this column);
 - (b) the name of the person who appears in the Register of Members of the company as the registered holder of the shares at the date of the Notice;
 - (c) the share certificate numbers:
 - (d) the distinguishing numbers of the shares (If the numbers are not applicable, please delete this column);
 - (e) number, i.e. quantity, of shares; and
 - (f) class of shares, i.e. Ordinary, Preference, Deferred or as appropriate.

Business Registration Number

3. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.



^{表格} NS4

(公司名稱)

有關取消原有股份證明書及 發出新股份證明書的公告

松爆《公司條例 登記持有人 (a)	》(第 622 章)第 168 股份證明書編號	> 除的規定,上 	処公可□取済以下	股份類 (e)
. ,	.,	- /	.,	
· 並由於已取消此:	等股份證明書,該名	公司已發出以下	· 新股份證明書:	
新股份證明書 持有人	新股份證明書 編號 (g)	識別號碼	股份數目 (d)	股份類 (e)
I				

* 請刪去不適用者

指明編號 1/2023 (2023年12月)

《公司條例》(第 622 章) 第 166(1)條規定的

有關取消原有股份證明書及發出新股份證明書的公告

填表須知 - 表格 NS4

附註

- 1. 凡上市公司按照《公司條例》第165條發出新股份證明書,該公司須按照該條例第166(1)條的規定,以指明格式公布及刊登公告。本表格是用以公布及刊登出項公告時使用。
- 2. 請在適當的空位內述明以下資料一
 - (a) 於原有股份證明書被取消及新股份證明書發出之前,在公司成員登記冊所 載該等股份的登記持有人的姓名/名稱;
 - (b) 原有股份證明書的編號;
 - (c) 股份的識別號碼(如號碼不適用,請刪去此欄);
 - (d) 股份的數目,即股份的數量;
 - (e) 股份的類別,即普通股、優先股、遞延股或其他類別;
 - (f) 獲發給新股份證明書的人的姓名/名稱;及
 - (q) 新股份證明書的編號。

商業登記號碼

3. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。



Form NS4

Notice of Cancellation of Original Share Certificate and Issue of New Certificate

			Business Re	gistration Nu
Company Name				
NOTICE is hereby gi	ven that pursuant to	the provisions of	section 165 of the Co	mpanies Or
(Cap. 622), the above	-mentioned Company	y has cancelled the	following share certif	icates :
Registered	Certificate	Distinguishing	Number	Class
Holder	Number	Number	of Shares	of Share
(a)	(b)	(c)	(d)	(e)
and having cancelled	I such certificates, the	e Company has issu	ued the following new	share certifi
Holder of	New	Distinguishing	Number	Class
New Share Certificate	Certificate Number	Number	of Shares	of Share
(f)	(g)	(c)	(d)	(e)
A copy of this Notice	has been delivered t	o the Stock Exchan	ge of Hong Kong Lim	ited.
Date :			(Nam	
			Company Secretary/	Share Regist
			of	
				,
			(Name of Co	ompany)

* Delete whichever does not apply
Specification No. 1/2023 (December 2023)

NOTICE OF CANCELLATION OF ORIGINAL SHARE CERTIFICATE AND ISSUE OF NEW CERTIFICATE

For the purposes of section 166(1) of the Companies Ordinance (Cap. 622)

Notes for Completion of Form NS4

- A listed company that issues a new share certificate under section 165 of the Companies Ordinance must publish a notice in the specified form in accordance with section 166(1). This form should be used for the publication of the notice.
- 2. Please state the following in the appropriate space
 - the name of the person who appeared in the Register of Members of the Company as registered holder of the shares prior to the cancellation of the original share certificates and issue of the new certificates:
 - (b) the original share certificate numbers;
 - (c) the distinguishing numbers of the shares (If the numbers are not applicable, please delete the column):
 - (d) number, i.e. quantity of shares;
 - (e) class of shares, i.e. Ordinary, Preference, Deferred or as appropriate;
 - (f) the name of the person to whom the new share certificates have been issued; and
 - (q) the new share certificate numbers.

Business Registration Number

3. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.



股份配發申報書 Return of Allotment

表格 NSC1

商業登記號碼

								Bus	iness Registra	ation Number
9										
1	1	公司	名	稱 Compan	y Name					
2	2	配勢	股份	分的日期 🛭	Date of Allo	tment				
		由Fr	om				至 To			
				日 DD	月 MM	年 YYYY		日 DD	月MM	年 YYYY
3	3	是次	股份	分配發的網	款額 Tota	ls of this Allo	tment			
		請在差	新用的	空格内加上 🗸 🕏	姚 Please tick th	e relevant box				
							分而增加的款物 y's issued shar		ncreased by	the following
				ount:		,	, 0 .00000 0.10.	o ouplian io ii		
				貨幣」				款額 Amount		
				Curre	псу			Amount		
			The		issued sha	re capital is no	發股份而增加(ot increased as			
4	1	配翁	股	分的詳情「	etails of S	hares Allotte	t			
A	۹.	以金	錢亻	(價配發的)	股份 Shares	Allotted for C	ash Considerati	on		
		((如音 優: Class e.g.	計算別 計通股/ 先股等) of Shares Ordinary/ rence etc.)	貨幣單位 Currency	所配發的 股份數目 Number of Sha Allotted	每一股份 res Amount Pa	視作已為 缴付的款額 id or Regarded n Each Share	每一股份: Amount Unpa	視作尚未為 繳付的款額 aid or Regarded on Each Share
				Presentor's	Reference		請勿填寫本	欄 For Offic	ial Use	
		ይ/ 4 L Ado		Name:						
,	~E 4	L Au	ai 033							

傳真 Fax:

電話 Tel:

電郵 Email: 檔號 Reference:

商業登記號碼
Business Registration Number

- 4 配發股份的詳情 Details of Shares Allotted (續上頁 cont'd)
- B. 全部或部分以非金錢代價配發的股份 Shares Allotted Wholly or Partly for Non-Cash Consideration

上的实际方象不正式下值的表的版例 chaires Another which you have been considered							
股份的類別 (如普通股/ 優先股等) Class of Shares (e.g. Ordinary/ Preference etc.)	貨幣單位 Currency	所配發的 股份數目 Number of Shares Allotted	已為或視作已為 每一股份繳付的款額 Amount Paid or Regarded as Paid on Each Share	尚未為或視作尚未為 每一股份繳付的款額 Amount Unpaid or Regarded as Unpaid on Each Share			

b份已入帳列為已總 illotted are credited rs are listed below. 非金鏡代價配發上減 ī該合約是以書面形	as fully paid			apitalization
	1.股份,該配負			
re allotted wholly or ed in section 142(2)	partly for non-c	加下: cash considerati	on in respect of	a written co
irs (如空位不足,請用續	頁 A 填報 Use Cont	tinuation Sheet A if the	e space is insufficient)	
a	ars (如空位不足,請用鍊。	ars (如空位不足,請用續買 A 填報 Use Con	ars (如空位不足,請用續頁 A 填蔽 Use Continuation Sheet A if the	ATS (如空位不足,請用續買 A 填報 Use Continuation Sheet A if the space is insufficient)

A Schedule 1 containing the particulars of the contract is attached to this form.



表格 NSC1

商業登記號碼
Business Registration Number

9	5	獲配發股份者的詳情 Details of Allotte	e(s
		and the state of t	

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

獲配發股份者的詳情列於附表二

Details of Allottee(s) are listed in Schedule 2

獲配發股份者的詳情列於隨本表格附上的唯讀光碟或唯讀型數碼多功能光碟

Details of Allottee(s) are listed in the CD-ROM or DVD-ROM attached to this form (概於無識光碟或唯識型數碼多功能光碟內的接配發與份者的菲婧·會以 PDF 格式供公眾以電子方式查閱。 Details of allottees recorded in the CD-ROM or DVD-ROM will be available for public search electronically in PDF format.)

❶ 6 股本說明 (以緊接股份配發之後當時的狀況為準)

Statement of Capital (As at the Time Immediately After the Allotment of Shares)

A. 股本 Share Capital

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

股份的類別			已發行剧	と份 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	總款額 Total Amount (a)	已繳或視作 已繳的總款額 Total Amount Paid up or Regarded as Paid up (b)	未繳或視作 未繳的總款額 Total Amount Unpaid or Regarded as Unpaid (a) - (b)

2 B. 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

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

股份的類別	附帶的權利的詳情
(如普通股/	(包括表決權:在分派股息時參與該項分派的權利;
優先股等)	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)
Class of Shares	Particulars of Rights Attached
(e.g. Ordinary/	(Including voting rights; rights to participate in a distribution as respects dividends;
Preference etc.)	rights to participate in a distribution as respects capital; whether the shares are redeemable)

本申報書包括下列續頁/附表 This Return includes the following Continuation Sheet(s)/Schedule(s)

	續頁	Continuation Sh	eet(s)	附表一	附表二
	Α	В	С	Schedule 1 Schedule 2	
頁數 Number of pages					

-	 	
	Sianed	

指明編號 1/2023 (2023 年 12 月) Specification No. 1/2023 (December 2023)

第三頁 Page 3

附表一 Schedule 1

商業登記號碼

Business Registration Number				
I				

8	配發股份的非金錢代價關乎	《公司條例》	第	142(2)(d)(iii)條所述的合約
_	(若配發的合約並非以書面形	式訂立)		

Non-cash consideration for which shares have been allotted in respect of a contract mentioned in section 142(2)(d)(iii) of the Companies Ordinance

(1)		 			
(2)	買信				
	Pui	chase price	股份數目 Number of Shares	貨幣單位 Currency	款額 Amount
	(a)	以非金錢支付股款而獲配發股份所付代價的總款額 Total amount of consideration paid for shares allotted otherwise than in cash			
	(b)	現金 Cash			
	(c)	購買人所解除的價項或所承擔的包包括按揭及購買人就收購財產所 或所承擔的價務) Amount of debt released or liabilities the purchaser (including mortgages ar released or liabilities assumed by the p the property acquired)	解除的債項 assumed by id any debts		
		頁價 al purchase price			
及用 If th mer	f配 ne co ntion	家等股份的代價為服務或非上文第 發股份的數目 Insideration for the allotment of such ed in Section A above, please state so allotted	shares is services,	or any considera	ition other than th



附表一 Schedule 1

商業登記號碼

Business	Registration	Number

款額

貨幣單位

C.	上文第 A 項所述財產的總買價的細目分類:
	Breakdown of the total purchase price of the property mentioned in Section A above :

		Currency	Amount
(1)	永久業權財產的法定產業權及在永久業權財產上 的固定工業裝置及機械及其他固定裝置(凡該等 財產是在按揭的規限下出售,應列明總價值。) Legal estates in freehold property and fixed plant and		
	machinery and other fixtures thereon (Where such properties are sold subject to mortgage, the gross value should be shown.)		
(2)	批租土地財產的法定產業權(凡該等財產是在按 揭的規限下出售,應列明總價值。) Legal estates in leasehold property (Where such properties are sold subject to mortgage, the gross		
	value should be shown.)		
(3)	批租土地財產上的固定工業裝置及機械 Fixed plant and machinery on leasehold property		
(4)	永久業權財產或批租土地財產的衡平法權益(凡該 等財產是在按揭的規限下出售,應列明總價值。) Equitable interests in freehold or leasehold property		
	(Where such properties are sold subject to mortgage, the gross value should be shown.)		
(5)	活動工業裝置及機械、商品存貨及其他實產 Loose plant and machinery, stock-in-trade, and other chattels		
(6)	商譽及合約的利益 Goodwill and benefit of contracts		



(7) 專利、設計、商標、特許、版權等

Patents, designs, trade marks, licences, copyrights,

附表一 Schedule 1

商業登記號碼 Business Registration Number

	貨幣單位 Currency	款額 Amount
(8) 帳面債項及其他債項 Book and other debts		, unduit
(9) 手頭現金及銀行來往帳戶內的現金、匯票、票據等 Cash in hand and at bank on current account, bills, notes, etc.		
(10) 存放於銀行或其他地方的現金 Cash on deposit at bank or elsewhere		
(11) 股份、債權證及其他投資 Shares, debentures and other investments		
(12) 其他財產 Other property		
總買價 Total purchase price		

附表二 Schedule 2

商業登記號碼

Business	Registration	Number

9	獲配發股份者的詳情	(第 5 項)	Details of Allottee(s)	(Section 5)
---	-----------	---------	------------------------	-------------

0	份者的詳情。 If there a	are more than 2 allottees, or if t	リ・可另加附表二。另外,公司可選擇以唯護光碟或唯讀 there is more than one class of shares, please use addit s in the form of CD-ROM or DVD-ROM.)	
	股份類別 Class of Shares		配發此類別股份的總數 Total Shares Allotted for this Cl	ass
	1 中文姓名/名稱 Name in Chinese			獲配發股份的數目 No. of Shares Allotted
	英文姓名 Name in English			
	或 OR 英文名稱 Name in English	姓氏 Surname	名字 Other Names	股份是聯名持有 Shares are Jointly Held (如適用・添加 < 號 Please tick if applicable.)
		/ 樓 / 座 等 or / Block etc.		
		大 厦 Building		
	街道/屋苑/: Street/Estate/Lo			
		/郵遞區號等 y ∕ Province ∕ ostal Code etc.		
	Cou	國家/地區 untry/Region		
10	備註* Remarks*			
	l	*例如聯名持有股份的詳情。	For example, details of jointly held shares.	
	2 中文姓名/名稱 Name in Chinese			獲配發股份的數目 No. of Shares Allotted
	英文姓名 Name in English			
	或 OR 英文名稱 Name in English	姓氏 Surname	名字 Other Names	股份是聯名持有 Shares are Jointly Held (如適用,添加 < 號 Please tick if applicable.)
		/樓/座等 or/Block etc.		
		大 廈 Building		
	街道/屋苑/: Street/Estate/Lo			
	區/市/省/州/ District/City State/Po	「郵遞區號等 y/Province/ ostal Code etc.		
		國家/地區		
	Coi	untry / Region		

表格	N	C		4
Form	IN	S	U	



商業登記號碼

Business	Registration	Number

股份配發的非金錢代價的詳情(第 4C 項) Details of Non-Cash Consideration for which the Shares have been Allotted (Section 4C)

詳情	Particulars



表格 NSC1

續頁 B Continuation Sheet B

商業登記號碼

Business	Registration	Number

股本說明(以緊接股份配發之後當時的狀況為準)
Statement of Capital (As at the Time Immediately After the Allotment of Shares)

股本 (第 6A 項) Share Capital (Section 6A)

		已發行股份 Issued Shares			
股份的類別 (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	總款額 Total Amount	已繳或視作 已繳的總款額 Total Amount Paid up or Regarded as Paid up	未繳或視作 未繳的總款額 Total Amount Unpaid or Regarded as Unpaid
			(a)	(b)	(a) - (b)



表格 NSC1

續頁	С	Continuation	Sheet C
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商業登記號碼

Business	Registration	Number

- ⑩ 股本說明(以緊接股份配發之後當時的狀況為準) Statement of Capital (As at the Time Immediately After the Allotment of Shares)
- 股份所附帶的權利的詳情 (第 6B 項) Particulars of Rights Attached to Shares (Section 6B)

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; 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) 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)



《公司條例》(第 622 章) 第 142(1) 條規定交付的

股份配發申報書

填表須知 — 表格 NSC1

附註

引言

- 本表格是用以通知公司註冊處處長(「處長」)有關股份有限公司配發股份的詳情, 並須在股份配發後的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. 請提供提交人的資料。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. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

配發股份的日期 (第2項)

7. 本表格可用作申報在某一日或某一段期間內(一個月內)所作出的股份配發。如曾在一段期間內作出多次配發,只須申報首次及末次配發的日期。如只在某一日作出配發,請在第一個日期空格申報。

股份配發的非金錢代價的詳情 (第 4C 項)

- 8. (a) 如公司全部或部分為非金錢代價而按根據《公司條例》第13 部第2 分部作 出的安排進行配發,讀述明載有認許該安排的原訟法庭的命令的詳情。
 - (b) 如配發的股份已入帳列為已繳足股款(不論有否經過資本化),請述明視作已 為每一股份繳付的款額及載有授權進行該項資本化或配發的決議的詳情。
 - (c) 如在任何其他情况下全部或部分為非金錢代價而進行配發,請根據(公司條例)第142(2)(d)(iii)條述明該等股份配發所關乎的售賣合約的詳情,或為服務或其他代價而訂立的合約的詳情。
 - (d) 如公司全部或部分為非金錢代價配發股份,而該股份配發所關乎《公司條例》 第142(2)(d)(iii)條所述的合約並非以書面形式訂立,公司在交付本表格時,須 填寫並附上載有該合約細則的附表一。

獲配發股份者的詳情 (第5項)

- 9. 公司申報獲配發股份者的詳情,可使用(a)附表二;或(b)唯讀光碟或唯讀型數碼 多功能光碟。如使用唯讀光碟或唯讀型數碼多功能光碟,請以公司註冊處指定格 式的 Excel 檔案申報獲配發股份者的詳情,該 Excel 檔案可在公司註冊處網站 (www.cr.gov.hk)下載。如已交付相關的光碟,則附表二無須夾附於本表格。
- 10. 請填報每名獲配發股份者的姓名/名稱及地址及獲配發股份的數目。

如果股份是由 2 名或多於 2 名人士聯名持有, 請一

- (i) 先填報載於成員登記冊上就該些股份排名最先的聯名持有人士的姓名/名稱及地址,並填上與其他人士聯名獲配發股份的數目;
- (ii) 在相關的空格內加上 ✓ 號,以顯示該些股份為聯名持有;
- (iii) 在「備註」一欄內填寫所有其他聯名持有該些股份人士的姓名/名稱;及
- (iv) 在接著於用以填報獲配發股份者詳情的相關空格內,填報所有其他聯名持有 人士的姓名/名稱及地址及在「獲配發股份的數目」空格內填上「不適用」。 相關的空格內亦應加上 / 號,以顯示該些股份是聯名持有,並在「備註」 一欄內填寫所有其他聯名持有該些股份人士的姓名/名稱。

在填報聯名股份持有人士的資料時,請參閱公司註冊處網站(www.cr.gov.hk)提供的參考例子。如有需要,請就申報有關詳情尋求獨立的法律意見。

股本說明 (第6項)

11. 如本表格是用作申報某一段期間內所作出的配發,股本說明應以緊接股份末次配發之後當時的狀況為準。

股份所附帶的權利的詳情 (第 6B 項)

- 12. 如公司的股本分為不同類別的股份,請就每一類別的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(包括在進行清盤時)參與該項分派的權利的詳情;及
 - (d) 是否屬可贖回股份。

RETURN OF ALLOTMENT

For the purposes of section 142(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC1

Introduction

- This form should be used to notify the Registrar of Companies (the Registrar) of the allotment of shares by a company limited by shares. It should be delivered to the Registrar for registration within one month after an allotment of shares.
- 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 a director or the company secretary. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.

Date of Allotment (Section 2)

7. This form may be used for allotments made on a single day or over a period of time (within one month). If more than one allotment has been made over a period of time, please enter only the first and last dates that apply. If only one date is applicable, please enter it in the first date box.

Details of Non-Cash Consideration for which the Shares have been Allotted (Section 4C)

- 8. (a) In the case of an allotment wholly or partly for non-cash consideration under an arrangement made under Division 2 of Part 13 of the Companies Ordinance, please state the particulars of the order of the Court sanctioning the arrangement.
 - b) Where shares allotted are credited as fully paid up whether on or without a capitalization, please state the amount regarded as paid on each share and the particulars of the resolution authorizing the capitalization or allotment.
 - (c) In any other case of an allotment of shares wholly or partly for non-cash consideration, please state the particulars of the contract for sale, or for services or other consideration in respect of which the shares were allotted pursuant to section 142(2)(d)(iii) of the Companies Ordinance.
 - (d) Where shares are allotted wholly or partly for non-cash consideration in respect of a contract mentioned in section 142(2)(d)(iii) of the Companies Ordinance which is not reduced to writing, please complete and attach to this form a Schedule 1 containing the particulars of the contract.

Details of Allottee(s) (Section 5)

- 9. A company can provide details of allottee(s) either (a) in Schedule 2, or (b) in the form of CD-ROM or DVD-ROM. If CD-ROM or DVD-ROM is used, details of allottee(s) must be provided in Excel file format and in the form specified by the Companies Registry which can be downloaded from the Companies Registry's website (www.cr.gov.hk). If a CD-ROM or DVD-ROM is delivered, Schedule 2 is not required to be attached to this form.
- 10. Please provide the full name and address of each allottee and the number of shares allotted.

In case a share is / shares are jointly held by 2 or more persons, please —

- report the full name and address of the joint shareholder whose name appears first in order in respect of such shares in the register of members and fill in the number of shares allotted with other joint shareholders:
- (ii) tick the relevant box to indicate that the shares are jointly held;
- (iii) report all the other joint shareholders' names in the "Remarks" box; and
- (iv) report the names and addresses of <u>all the other joint shareholders</u> in the subsequent boxes for reporting details of allottees and state "N/A" in the "No. of Shares Allotted" box provided. The box to indicate that the shares are jointly held should be ticked if it is so and the names of all the other joint shareholders should be stated in the "Remarks" box.

When completing the information of joint shareholders, please refer to the example provided in the Companies Registry's website (www.cr.gov.hk). Please seek independent legal advice on the reporting of the relevant particulars, if necessary.

Statement of Capital (Section 6)

11. Where the form is used for allotments made over a period of time, the Statement of Capital should reflect the share capital of the company as at the time immediately after the last allotment.

Particulars of Rights Attached to Shares (Section 6B)

- 12. If the share capital of the company is 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 the class are redeemable shares.



贖回或回購股份申報表 Return of Share Redemption or Buy-back

表格 NSC2

月MM

年 YYYY

H DD

商業登記號碼 **Business Registration Number** 註 Note 公司名稱 Company Name 2 公司贖回或回購股份的詳情 Details of Shares Redeemed or Bought Back 上市公司須申報下列各項 Listed company must complete this Section 股份的類別 股份交付 (如普通股/ 該等股份繳付 該等股份繳付 公司的日期 股份的數目 優先股等) Date on which the 的最高價格 的最低價格 Class of Shares Number of Shares Shares were Delivered Maximum Price Paid Minimum Price Paid (e.g. Ordinary to the Company for the Shares for the Shares (日 DD / 月 MM / 年 YYYY) Preference etc.) 為該等股份繳付的總款額 Aggregate Amount Paid for the Shares 貨幣單位 敷額 Currency **Amount** 3 付款詳情 (在贖回或回購所需資金是從資本中撥出的情況下) Particulars of Payment (In the Case of a Redemption or Buy-back Financed by a Payment out of Capital) 所需資金的款額 付款日期 Amount of the Payment Date of Payment

3	提交人資料 Presentor's Refer	ence	請勿填寫本欄 For Official Use	_
	姓名/名稱 Name:			
	地址 Address:			
	₩ X T-1.	Att Title		
	電話 Tel:	傳真 Fax:		
	電郵 Email:			
	機器 Reference:			

表格	N		00
Form	IN	3	C2

商業登記號碼
Business Registration Number

- 4 股本說明 (以緊接贖回或回購股份之後當時的狀況為準) Statement of Capital (As at the Time Immediately After the Redemption or Buy-back)
- A. 股本 Share Capital (如空位不足,請用續頁 A 填報 Use Continuation Sheet A if the space is insufficient)

股份的類別 (如普通股/		已發行股份 Issued Shares			
	貨幣單位 Currency	總數 Total Number	總款額 Total Amount (a)	已繳或視作 已繳的總款額 Total Amount Paid up or Regarded as Paid up (b)	未繳或視作 未繳的總款額 Total Amount Unpaid or Regarded as Unpaid (a) - (b)
			,	,	, , , ,

B. 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

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

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) 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)

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

續頁 Continuation Sheet(s)	A	В
頁數 Number of pages		

5	簽署 Signed	:								
	姓名 Name	: 普塞 Dire	ector/公司秘書	Company Secretary *	日期 Date:	∃ DD	/	月MM	/	年 YYYY
	*請刪去不適用者			company coordiary						

表格 NSC2

瘻百	Δ	Continuation Sheet A

商業登記號碼

Business	Registration	Number

股本說明 (以緊接贖回或回購股份之後當時的狀況為準)

Statement of Capital (As at the Time Immediately After the Redemption or Buy-back)

股本 (第 4A 項)

Share Capital (Section 4A)

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	總款額 Total Amount (a)	已繳或視作 已繳的總款額 Total Amount Paid up or Regarded as Paid up (b)	未繳或視作 未繳的總款額 Total Amount Unpaid or Regarded as Unpaid (a) - (b)	

表格 NSC2

勿百	R	Continuation	Shoot R

商業登記號碼

Business	Registration	Number

股本說明(以緊接贖回或回購股份之後當時的狀況為準) Statement of Capital (As at the Time Immediately After the Redemption or Buy-back)

₱ 股份所附帶的權利的詳情 (第 4B 項) Particulars of Rights Attached to Shares (Section 4B)

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) Particulars of Rights Attached (Including voting rights, rights to participate in a distribution as respects dividends; rights to participate in a distribution as respects are redeemable)

(公司條例) (第 622章) 第 270(1) 條規定交付的

贖回或回購股份申報表

填表須知 — 表格 NSC2

附註

引言

- 公司在贖回或回購任何股份後,必須在該等股份交付公司的日期後的 15 日內,將 本申報表交付公司註冊處處長(「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。

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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

股份所附帶的權利的詳情 (第 4B 項)

- 7. 如公司的股本分為不同類別的股份,請就每一類別的股份述明該類別股份—
 - (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(包括在進行清盤時)參與該項分派的權利的詳情;及
 - (d) 是否屬可贖回股份。

RETURN OF SHARE REDEMPTION OR BUY-BACK

For the purposes of section 270(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC2

Introduction

- Where a company redeems or buys back any shares, it must, within 15 days after the date on which the shares are delivered to the company, deliver a return 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.
- 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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of incorporation" issued by the Companies Registry.

Particulars of Rights Attached to Shares (Section 4B)

- If the share capital of the company is 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.



註

向原訟法庭申請撤銷 從資本中撥款作付款的特別決議通知書

Notice of Application to Court for Cancellation of Special Resolution for Payment out of Capital

表格 NSC3

Form 商業登記號碼

Business Registration Number

Note					
	1	公司名稱 Company Name	·		
	2	申請要求撤銷從資本中撥款作付款的特別決		st of Conital	
		Application for Cancellation of Special Resolut	•	•	
		上述公司現通知:有人已向原訟法庭提出申請回購公司本身的股份的特別決議。 This company gives notice that an application ha special resolution for payment out of capital in respown shares.	s been made to the	e Court for car	cellation of the
		申請書送達公司的日期			
		The Day on which the Application is Served on the Company	日 DD	月MM	年 YYYY
6	簽	署 Signed :			
	姓	名 Name :	日期 Date	i	
		董事 Director/公司秘書 Company Se	cretary *	日 DD / 月	MM / 年YYYY
	*詩	删去不適用者 Delete whichever does not apply			
3		交人資料 Presentor's Reference	請勿填寫本欄 For	Official Use	
		名/名稱 Name: 址 Address:			
	_	話 Tel: 傳真 Fax:			
	-	蘇 Reference:			

(公司條例) (第 622 章) 第 263(4) 條規定交付的

向原訟法庭申請撤銷 從資本中撥款作付款的特別決議通知書

道表須知 — 表格 NSC3

附註

引言

- 1. 如公司通過一項特別決議,批准公司從資本中撥款作付款贖回或回購本身的任何股份,則公司成員(已同意或已表決贊成有關決議的成員除外)或債權人均可在該項特別決議的日期後的5個星期內,向原訟法庭提出申請要求撤銷該項決議。如有人提出申請、公司須在申請告送達該公司的日期後的7日內,以本表格向公司註冊處處長(「處長」)發出關於該項申請的預知。
- 2. 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。
- 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。

答要

5. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

NOTICE OF APPLICATION TO COURT FOR CANCELLATION OF SPECIAL RESOLUTION FOR PAYMENT OUT OF CAPITAL

For the purposes of section 263(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC3

Introduction

- 1. Where a company passes a special resolution approving a payment out of capital for the redemption or buy-back of any of its own shares, a member (other than one who consented to or voted in favour of the special resolution) or creditor of the company may within 5 weeks after the date of the special resolution apply to the Court for cancellation of the resolution. If an application is made, the company must give notice of the application to the Registrar of Companies (the Registrar) in this form within 7 days after the day on which the application is served on the company.
- 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 a director or the company secretary. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.



註 Note

支付獲批准的佣金通知書 Notice of Permitted Share Commission

表格 NSC6

商業登記號碼

Business Registration Number 1 公司名稱 Company Name **童程細則第** 2 批准支付佣金的章程細則 條 Company's Article Authorizing Payment of Commission Article No. 3 為認購/同意認購/促致認購/同意促致認購公司的股份而須支付的佣金 Commission for Subscribing / Agreeing to Subscribe / Procuring Subscriptions / Agreeing to Procure Subscriptions for Shares in the Company 佣金的款額 **Amount of Commission** 或 OR 佣金率 % Rate of Commission 4 有關的人為收取佣金而同意無條件地認購的 股份(如有的話)的數目 Number of Shares (if any) that Persons have Agreed for a Commission to Subscribe for Absolutely 簽署 Signed 日期 Date 姓名 Name 日DD / 月MM / 年YYYY 董事 Director /公司秘書 Company Secretary * *請刪去不適用者 Delete whichever does not apply 提交人資料 Presentor's Reference 請勿填寫本欄 For Official Use 姓名/名稱 Name: 地址 Address: 電話 Tel: 傳真 Fax: 電郵 Email:

檔號 Reference:

《公司條例》(第 622 章) 第 148(2)(c)(i) 條規定交付的

支付獲批准的佣金通知書

填表須知 — 表格 NSC6

附註

引言

- 1. 如《公司條例》第148(2)條的條件獲符合,公司可支付佣金予某人作為代價,以交換該人認購該公司的股份,或同意如此認購該等股份,或促致或同意促致認購該公司的股份。如公司沒有向公眾人士作出認購有關股份的要約,公司須在支付有關款項前交付本表格予公司註冊處處長(「處長」)登記,以披露佣金的款額或佣金率及有關的人為收取佣金而同意無條件地認購的股份(如有的託)的數目。
- 2. 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。
- 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。

答里

5. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字), 「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

NOTICE OF PERMITTED SHARE COMMISSION

For the purposes of section 148(2)(c)(i) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC6

Introduction

- 1. If the conditions in section 148(2) of the Companies Ordinance are satisfied, a company may pay a commission to a person in consideration of the person subscribing or agreeing to subscribe, or procuring or agreeing to procure subscriptions for shares in the company. If the shares are not offered to the public for subscription, the company should, before making the payment, deliver to the Registrar of Companies (the Registrar) for registration a notice in this form disclosing the amount or rate of the commission and the number of shares (if any) that persons have agreed for a commission to subscribe for absolutely.
- 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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.

公司註冊處 Companies Registry

向原訟法庭申請限制為購入股份 而提供資助的通知書 Notice of Application to Court for Restraining the Giving of Financial Assistance for Acquisition of Shares

表格 NSC9

商業登記號碼

Business Registration Number 註 Note 公司名稱 Company Name 2 申請限制為購入股份而提供資助 Application for Restraining the Giving of Financial Assistance for Acquisition of Shares 上述公司現通知:有人已向原訟法庭提出申請,尋求一項限制公司為購入其股份或其控權 公司的股份而提供資助的命令。 This company gives notice that an application has been made to the Court for an order restraining the giving of financial assistance for acquisition of shares in the company or its holding company. 申請書送達公司的日期 The Day on which the Application is Served on the Company ∄ DD 月MM 午 >>>> 答署 Signed 件名 Name 日期 Date 董事 Director/公司秘書 Company Secretary * 目DD / 月MM / 年YYYY *請刪去不適用者 Delete whichever does not apply 提交人資料 Presentor's Reference 請勿填寫本欄 For Official Use 姓名/名稱 Name: 地址 Address: 電話 Tel: 傳直 Fax:

電郵 Email: 檔號 Reference:

《公司條例》(第 622 章) 第 286(5)條規定交付的

向原訟法庭申請限制為購入股份 而提供資助的通知書

填表須知 — 表格 NSC9

附註

引言

- 1. 凡公司根據《公司條例》第285(1)(d)條的規定,通過一項決議,批准公司為購入其股份或其 控權公司的股份而提供資助,或為減少或解除為該項購入而招致的債務而提供資助,則合資格 的公司成員可根據《公司條例》第286條,在該項決議的日期後的28日內,向原訟法庭提出 申請,尋求一項限制提供資助的命令。如有成員提出該項申請,公司須在申請書送達該公司的 日期後的7日內,以本表格通知公司註冊處處長(「處長」)關於該項申請。
- 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。
- 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。

答罢

5. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字), 「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

NOTICE OF APPLICATION TO COURT FOR RESTRAINING THE GIVING OF FINANCIAL ASSISTANCE FOR ACQUISITION OF SHARES

For the purposes of section 286(5) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC9

Introduction

- 1. Where a company passes a resolution approving the giving of financial assistance by the company for the acquisition of a share in the company or its holding company or for reducing or discharging a liability incurred for such an acquisition under section 285(1)(d) of the Companies Ordinance, eligible members of the company may, within 28 days after the day on which the resolution is passed, apply to the Court under section 286 of the Companies Ordinance for an order restraining the giving of financial assistance. If an application is made, the company must give notice to the Registrar of Companies (the Registrar) in this form within 7 days after the day on which the application is served on the company.
- 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 a director or the company secretary. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.



更改股本通知書 Notice of Alteration of Share Capital

表格 NSC11

商業登記號碼 Business Pagistration Number

				Dusilless Regis	tration Number
註 Note	1	公司名稱 Company Name			
	•	ed of 19 H4 Sambanik come			
	2	更改股本的詳情 Details of Alteration of Share (Capital		1
	A.	生效日期 Effective Date			
			日 DD	月MM	年 YYYY
	В.	更改詳情 Details of Alteration			
		請在適用的空格內加上 ✓ 號 Please tick the relevant box			
		L 上述公司的已發行股本因是次股本的更改而: This company's issued share capital is increased		n	
			by this alteration		
		增加的款額 Amount of the increase			
4		交人資料 Presentor's Reference 名/名稱 Name: 講勿	填寫本欄 For Off	icial Use	
		址 Address:			
	電	話 Tel: 傳真 Fax:			
		郵 Email:			
	檔	號 Reference:			

表格	NICC4	4
Form	NOCI	

Business Registration Number			

- 3 股本說明(以緊接更改股本之後當時的狀況為準) Statement of Capital (As at the Time Immediately After the Alteration of Share Capital)
- A. 股本 Share Capital (如空位不足,請用續頁 A 填報 Use Continuation Sheet A if the space is insufficient)

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.)	優先股等) Class of Shares (e.g. Ordinary/			已繳或視作 已繳的總款額 Total Amount Paid up or Regarded as Paid up	or Regarded as Unpaid
			(a)	(b)	(a) - (b)

B. 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

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

股份的類別	附帶的權利的詳情
(如普通股/	(包括表決權:在分派股息時參與該項分派的權利:
優先股等)	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)
Class of Shares	Particulars of Rights Attached
(e.g. Ordinary/	(Including voting rights; rights to participate in a distribution as respects dividends;
Preference etc.)	rights to participate in a distribution as respects capital; whether the shares are redeemable)

本通知書包括下列續頁 This Notice includes the following Continuation Sheet(s)

續頁 Continuation Sheet(s)	Α	В
頁數 Number of pages		

6	簽署 Signed	:					
	姓名 Name	:	日期 Date	:			
		董事 Director/公司秘書 Company Secretary *	=		日 DD /	月MM / 年YYYY	_

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

續頁 A Continuation Sheet A

商業登記號碼

Business Registration Number

股本說明(以緊接更改股本之後當時的狀況為準) Statement of Capital (As at the Time Immediately After the Alteration of Share Capital)

股本 (第 3A 項)

Share Capital (Section 3A)

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	總款額 Total Amount		未繳或視作 未繳的總款額 Total Amount Unpaid or Regarded as Unpaid	
			(a)	(b)	(a) - (b)	



續頁 B	Continuation Sheet B
------	----------------------

商業登記號碼

	Business	Registration	Number
Г			
П			
1			

股本說明(以緊接更改股本之後當時的狀況為準) Statement of Capital (As at the Time Immediately After the Alteration of Share Capital)

股份所附帶的權利的詳情 (第 3B 項)
 Particulars of Rights Attached to Shares (Section 3B)

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) Particulars of Rights Attached (Including voting rights; rights to participate in a distribution as respects dividends; rights to participate in a distribution as respects dividends;

(公司條例) (第 622 章) 第 171 (1)條規定交付的

更改股本通知書

填表須知 — 表格 NSC11

附註

引言

- 根據《公司條例》第170條,有限公司可藉以下的任何一種或多於一種方式,更改其股本一
 - (a) 配發及發行新股份,以增加其股本;
 - (b) 在沒有配發及發行新股份的情況下,增加其股本,但前提是增加股本所需的資金或其他資產,是由該公司的成員提供的;
 - (c) 在有或沒有配發及發行新股份的情況下,將其利潤資本化;
 - (d) 在有或沒有增加其股本的情況下,配發及發行紅股;
 - (e) 將其全部或任何股份,轉換為更大或更小數目的股份;
 - (f) 取消以下股份-
 - (i) 截至關乎取消股份的決議通過當日,尚未獲任何人承購或同意承購的 股份;或
 - (ii) 被沒收的股份。

除股本更改涉及股份配發外,公司須在根據第 170 條更改其股本後的一個月內,將關於該項更改的通知,以本表格交付公司註冊處處長(「處長」) 登記。

- 如股本更改涉及股份配發,公司無需以本表格通知處長。《公司條例》第 142 條就股份的配發,規定公司須將股份配發申報書(表格 NSC1)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。
- 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。

签署

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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的經驗。

股份所附帶的權利的詳情 (第 3B 項)

- 8. 如公司的股本分為不同類別的股份,請就每一類別的股份述明該類別股份—
 - (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(包括在進行清盤時)參與該項分派的權利的詳情;及
 - (d) 是否屬可贖回股份。

NOTICE OF ALTERATION OF SHARE CAPITAL

For the purposes of section 171(1) of Companies Ordinance (Cap.622)

Notes for Completion of Form NSC11

Introduction

- Under section 170 of the Companies Ordinance, a limited company may alter its share capital in any one or more of the following ways —
 - (a) increase its share capital by allotting and issuing new shares;
 - (b) increase its share capital without allotting and issuing new shares, if the funds or other assets for the increase are provided by the members of the company;
 - assets for the increase are provided by the members of the compan (c) capitalize its profits, with or without allotting and issuing new shares:
 - (d) allot and issue bonus shares with or without increasing its share capital;
 - (e) convert all or any of its shares into a larger or smaller number of shares:
 - (f) cancel shares -
 - (i) that, at the date the resolution for cancellation is passed, have not been taken or agreed to be taken by any person; or
 - to be taken by any perso

 (ii) that have been forfeited.

Except for an alteration of share capital which involves an allotment of shares, a company must deliver to the Registrar of Companies (the Registrar) for registration a notice in this form within one month after altering its share capital under section 170.

- A company is not required to deliver a notice in this form in relation to an alteration of share capital involving an allotment of shares. For an allotment of shares, section 142 of the Companies Ordinance requires a company to deliver a return of allotment (Form NSC1) 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 a director or the company secretary. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.

Particulars of Rights Attached to Shares (Section 3B)

- If the share capital of the company is 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 the class are redeemable shares.



註 Note

股本幣值重訂通知書 Notice of Redenomination of Share Capital

公司註冊處 Companies Registry

1 公司名稱 Company Name

表格 NSC13

商業登記號碼 Business Registration Number

	決議通過日期	the Resolution	olution redenominatin	g the company's	s share capital.	
3	股 本 幣 倌 重 訂	的詳情 Detai	Is of Redenomination	日 DD on of Share Car	月 MM oital	年 YYYY
	股份的類別 (如普通股/ 優先股等) Class of Shares (e.g. Ordinary/ Preference etc.)	重訂前 的貨幣單位 Currency Before Redenomination	重訂前已發行 股本的總軟額 Total Amount of Issued Capital Before Redenomination	重訂後 的貨幣單位 Currency After Redenomination	重訂後已發行 股本的總款額 Total Amount of Issued Capital After Redenomination	決議所指定 的匯率 Exchange Rate Specified in the Resolution
	を人資料 Presen 名/名稱 Name:	tor's Reference		請勿填寫本欄F	or Official Use	

電郵 Email: 檔號 Reference:

表格	A I	C	C1	2
Form	N	J	C1	J

内木立山水※
Business Registration Number

- 4 股本說明 (以緊接股本幣值重訂之後當時的狀況為準) Statement of Capital (As at the Time Immediately After the Redenomination of Share Capital)
- A. 股本 Share Capital (如空位不足,請用續頁 A 填報 Use Continuation Sheet A if the space is insufficient)

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 (a)	已繳或視作 已繳的總款額 Total Amount Paid up or Regarded as Paid up (b)	未繳或視作 未繳的總款額 Total Amount Unpaid or Regarded as Unpaid (a) - (b)
			(=/	(=/	(=) (=)

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

股份的類別	附帶的權利的詳情
(如普通股/	(包括表決權;在分派股息時參與該項分派的權利;
優先股等)	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)
Class of Shares	Particulars of Rights Attached
(e.g. Ordinary/	(Including voting rights; rights to participate in a distribution as respects dividends;
Preference etc.)	rights to participate in a distribution as respects are redeemable)

本通知書包括下列續頁 This Notice includes the following Continuation Sheet(s)

續頁 Continuation Sheet(s)	A	В
頁數 Number of pages		

5	簽署 Signed	:							
	姓名 Name	:.	董事 Director /公司秘書 Company Secretary *	日期 Date:	日 DD	/	月MM	/	年 YYYY

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

表格 Form NSC13

續百	Α.	Continuation	Chast	Α.

商業登記號碼

Business	Registration Number

股本說明(以緊接股本幣值重訂之後當時的狀況為準) Statement of Capital (As at the Time Immediately After the Redenomination of Share Capital)

7 股本 (第 4A 項)

Share Canital (Section 4A)

Share Capital (S	ection 4P	<u>Ų</u>					
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			
			(a)	(b)	(a) - (b)		
				1			

續頁	В	Continuation	Sheet	В

商業登記號碼

Bus	siness R	egistration	Number

股本說明(以緊接股本幣值重訂之後當時的狀況為準) Statement of Capital (As at the Time Immediately After the Redenomination of Share Capital)

股份所附帶的權利的詳情 (第 4B 項)
 Particulars of Rights Attached to Shares (Section 4B)

· untroduction or resignito	Attached to Shares (Section 46)
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) 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)

(公司條例) (第 622 章) 第 173(1)條規定交付的

股本幣值重訂通知書

填表須知 — 表格 NSC13

附註

引言

- 有限公司可藉其決議,將其股本或任何類別的股份,由以某種貨幣計值轉換為 以另一種貨幣計值。公司須在通過該項決議後的一個月內,就股本幣值重訂將 一份通知,以本表格交付公司註冊處處長(「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. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

股本 (第 4A 項)

7. 公司已發行股份的類別及總數, 不會因是次在此表格申報的股本幣值重訂而有所更改。如公司根據《公司條例》第170條更改其股本,請以適當的表格通知公司註冊處。例如:公司配發股份,請以表格 NSC1 申報;公司將其股份轉換為更大或更小數目的股份,則請以表格 NSC11 申報。

股份所附帶的權利的詳情 (第 4B 項)

- 8. 如公司的股本分為不同類別的股份,請就每一類別的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(包括在進行清盤時)參與該項分派的權利的詳情;及
 - (d) 是否屬可贖回股份。

NOTICE OF REDENOMINATION OF SHARE CAPITAL

For the purposes of section 173(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC13

Introduction

- A limited company may, by resolution of the company, convert its share capital or any class of shares from one currency to another currency. Within one month after passing such a resolution, the company must deliver a notice in this form to the Registrar of Companies (the Registrar) for registration in relation to the redenomination.
- 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 a director or the company secretary. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.

Share Capital (Section 4A)

7. The class and total number of issued shares of the company should <u>not</u> be altered because of the redenomination reported on this form. If the company alters its share capital pursuant to section 170 of the Companies Ordinance, please notify the Companies Registry by completing the appropriate form(s). For example: There is an allotment of shares by the company, please report on Form NSC1; the company converts its shares into a larger or smaller number of shares, please report on Form NSC11.

Particulars of Rights Attached to Shares (Section 4B)

- If the share capital of the company is 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.



股額再轉換為股份通知書 Notice of Reconversion of Stock into Shares

Companies Registry

表格 NSC14

商業登記號碼

					Busine	ess Regist	tration Number	
ote								
	1	公司名稱 Company	Name					
								_
:	2	股額再轉換為股份的	的決議 Resolution for Re	conversion of Sto	ock into	Shares		
			,將股額再轉換為繳足股 sed a resolution reconverting		o shares.			
		決議通過日期 Date of Passing the Re	solution					
				目 DD	月M	М	年 YYYY	
;	3	股額再轉換為股份的	的詳情 Details of Reconv	ersion of Stock i	nto Sha	res		
		股額的價值	股份的類別 (如普通股/優先股等)			E 股款的 er Reconv		
		Value of the Stock	Class of Shares	(倉) (計) 日		口做	即 計 歯 類	٦

股額的價值	股份的類別 (如普通股/優先股等) Class of Shares (e.g. Ordinary/Preference etc.)	再轉換後已繳足股款的股份 Paid Up Shares After Reconversion				
Value of the Stock		總數目 Total Number	已 繳股款總額 Total Paid Up Amount			

提交人資料 Pres 姓名/名稱 Name 地址 Address:	entor's Reference e:	請勿填寫本欄 For Official Use
電話 Tel:	傳真 Fax:	
電郵 Email:		
檔號 Reference:		

表格	NICC4	Λ
Form	14201	4

商業登記號碼							
Business Registration Number							

- 4 股本說明(以緊接再轉換股額之後當時的狀況為準) Statement of Capital (As at the Time Immediately After the Reconversion of Stock)
- A. 股本 Share Capital (如空位不足,請用續頁 A 填報 Use Continuation Sheet A if the space is insufficient)

股份的類別 (如普通股/	貨幣單位 Currency	已發行股份 Issued Shares				
		總數 Total Number	總款額 Total Amount (a)	已繳或視作 已繳的總款額 Total Amount Paid up or Regarded as Paid up (b)	未繳或視作 未繳的總軟額 Total Amount Unpaid or Regarded as Unpaid (a) - (b)	

B. 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

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

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) 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)

本通知書包括下列續頁 This Notice includes the following Continuation Sheet(s)

續頁 Continuation Sheet(s)	Α	В
頁數 Number of pages		

6	簽署 Signed	:						
	姓名 Name	: 董事 Director /公司秘書 Company Secretary *	日期 Date:	目 DD	/	月MM	/	年 YYYY
	*	E Process A Process						

續百	Δ	Continuation	Sheet A

商業登記號碼

Business Registration Number								
	-							

股本說明 (以緊接再轉換股額之後當時的狀況為準)

Statement of Capital (As at the Time Immediately After the Reconversion of Stock)

股本 (第 4A 項)

Share Capital (Section 4A)

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	總款額 Total Amount	已繳或視作 已繳的總款額 Total Amount Paid up or Regarded as Paid up	未繳或視作 未繳的總款額 Total Amount Unpaid or Regarded as Unpaid			
			(a)	(b)	(a) - (b)			

續百 B Cor	tinuation	Sheet B
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商業登記號碼

	Business	Registration	Number
Г			

股本說明(以緊接再轉換股額之後當時的狀況為準) Statement of Capital (As at the Time Immediately After the Reconversion of Stock)

股份所附帶的權利的詳情 (第 4B 項)

股份的類別	附帶的權利的詳情
(如普通股/ 優先股等)	(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)
Class of Shares	Particulars of Rights Attached
(e.g. Ordinary / Preference etc.)	(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 redeemal
Fielerence etc.)	ingrits to participate in a distribution as respects capital, whether the shares are redeeman

(公司條例) (第 622章) 第 175(1) 條規定交付的

股額再轉換為股份通知書

填表須知 — 表格 NSC14

附註

引言

- 如公司在被《公司條例》廢除將繳足股款的股份轉換為股額的權力前,已將繳足 股款的股份轉換為股額,該公司可藉其決議,將該股額再轉換為繳足股款的股份。 公司須在通過決議後的1個月內,就股額再轉換一事將一份通知,以本表格交付 公司註冊應處長(「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. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

股份所附帶的權利的詳情 (第4B項)

- 7. 如公司的股本分為不同類別的股份,請就每一類別的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(包括在進行清盤時)參與該項分派的權利的詳情;及
 - (d) 是否屬可贖回股份·

NOTICE OF RECONVERSION OF STOCK INTO SHARES

For the purposes of section 175(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC14

Introduction

- A company that has converted paid up shares into stock (before the repeal by the Companies Ordinance of the power to do so) may, by resolution of the company, reconvert that stock into paid up shares. Within one month after passing such a resolution, the company must deliver a notice in this form to the Registrar of Companies (the Registrar) for registration in relation to the reconversion of stock.
- 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 a director or the company secretary. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.

Particulars of Rights Attached to Shares (Section 4B)

- If the share capital of the company is 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.



更改股份所附帶的權利通知書 **Notice of Variation of Rights**

Attached to Shares

表格 水倍 Form NSC₁₅

商業登記號碼 Business Registration Number

ote							
	1	公司名稱 Compa	any Name				
	2 A.	批准該項更改 Aut 請在週期的空格內加上。 批准該項更改 註冊處處長登記 A copy of the la Registrar of Con 隨本表格一併考 A copy of the res	esolution or other document npanies for registration under a を付批准該項更改的決議的な olution which authorized the vaを付批准該項更改的其他文件 locument which authorized the	根據 which nother (本。 priation	《公司條例》(第 authorized the va provision of the Co is delivered with th	622 章)的另一 uriation has been umpanies Ordinan his form.	一條文交付公司 delivered to the
		請說明 Please s	pecify				
	В.	更改的生效日期 Date on which the	Variation Takes Effect				
					∃ DD	月MM	年 YYYY
,	С.	股份的類別 (如普通股/ 優先股等) Class of Shares (e.g. Ordinary/ Preference etc.)	Is of Variation (如空位不足,請用 (包括表決權 在分派股本時參與該 (Including voting rights; rights to participate in a distrib	附 ;在分 項分派 Particu ghts to	帶的權利的詳情 派股息時參與該 的權利;該類別 lars of Rights Attacl participate in a distr	項分派的權利; 股份是否屬可贖 ned ibution as respects	回股份) dividends;
		,					,
	10 ·	交人資料 Presentor	a Pafaranaa		請勿填寫本欄「	or Official Llas	
	姓	文人資料 Fresentor 名/名稱 Name: 址 Address:	S Reference		調 沙 吳 渦 卆 儞 「	or Official Use	
	電!	話 Tel: 郵 Email: 號 Reference:	傳真 Fax:				

表格	NCC4	_
Form	NSC1	J

冏亲盘配號嗨					
Business Registration Number					

- 3 股本說明 (以緊接該項更改生效之後當時的狀況為準) Statement of Capital (As at the Time Immediately After the Variation Takes Effect)
- A. 股本 Share Capital (如空位不足,請用續頁 B 填報 Use Continuation Sheet B if the space is insufficient)

股份的類別 (如普通股/	貨幣單位 Currency	已發行股份 Issued Shares				
		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	未繳或視作 未繳的總款額 Total Amount Unpaid or Regarded as Unpaid	
,			(a)	(b)	(a) - (b)	

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

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) 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)

本通知書包括下列續頁 This Notice includes the following Continuation Sheet(s)

續頁 Continuation Sheet(s)	Α	В	С
頁數 Number of pages			

6	簽署 Signed	:							
	姓名 Name	:		日期 Date:					
			董事 Director/公司秘書 Company Secretary *		∄ DD	/	月MM	/	年 YYYY

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

續頁 A	Continuation	Sheet A
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商業登記號碼

Bus	iness	Reg	istrat	ion	Nı	uml	oer

更改的詳情 (第 2C 項)

Details of Variation (Section 2C)

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) Particulars of Rights Attached (Including voting rights; rights to participate in a distribution as respects dividends; rights to participate in a distribution as respects are redeemable)

商業登記號碼

Busine	ss Registration Number

股本說明(以緊接該項更改生效之後當時的狀況為準) Statement of Capital (As at the Time Immediately After the Variation Takes Effect)

股本 (第 3A 項)

Share Capital (Section 3A)

Share Capital (Occion o	<u>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</u>			
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	總款額 Total Amount	已繳或視作 已繳的總款額 Total Amount Paid up or Regarded as Paid up	未繳或視作 未繳的總款額 Total Amount Unpaid or Regarded as Unpaid
,			(a)	(b)	(a) - (b)

續頁 C	Continuation Sheet C
	商業登記號碼

Business Registration Number

Busiliess Registration Number	
	Ī

股本說明(以緊接該項更改生效之後當時的狀況為準) Statement of Capital (As at the Time Immediately After the Variation Takes Effect)

B 股份所附帶的權利的詳情 (第 3B 項)
Particulars of Rights Attached to Shares (Section 3R)

Particulars of Rights Attached to Shares (Section 3B)				
股份的類別 (如普通股/ 優先股等) Class of Shares (e.g. Ordinary/ Preference etc.)	附帶的權利的鮮情 (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) Particulars of Rights Attached (Including voting rights; rights to participate in a distribution as respects dividends; rights to participate in a distribution as respects dividends;			

(公司條例) (第 622章) 第 184(1) 條規定交付的

更改股份所附帶的權利通知書

填表須知 — 表格 NSC15

附註

引言

- 有股本的公司如某類別股份的股份所附帶的權利被更改,該公司須在該項更改的 生效日期後的 1 個月內,將更改的通知以本表格交付公司註冊處處長(「處長」) 登記。除非批准該項更改的決議或其他文件的文本,已根據《公司條例》的另一 條文交付處長,否則本表格必須連同批准該項更改的決議或其他文件的文本一併 交付。
- 如權利是在有關類別股份的持有人按照《公司條例》第180(4A)條給予的同意下 更改一
 - (A) 如有關同意屬《公司條例》第180(4A)條訂明的全體同意,該項更改在該全體同意的日期或在該全體同意內指明的較後日期生效。
 - (B) 如有關同意不屬《公司條例》第180(4A)條訂明的全體同意一
 - (a) 如沒有人根據《公司條例》第182 條向原訟法庭提出否決該項更改的申請,該項更改在更改作出日期後的28日期間結束時生效;或
 - (b) 如有人根據《公司條例》第182條向原訟法庭提出否決該項更改的申請, 該項更改一
 - (i) 在該項申請被撤回或獲終局裁定之時生效;或
 - (ii) (如有多於一項申請)在該等申請中最後的一項申請被撤回或獲終局 裁定之時生效。
- 3. 請劃一以中文或英文申報各項所需資料。如以中文申報,請用繁體字。以手寫方 式填寫的表格或不會被公司註冊處接納。
- 4. 請提供提交人資料。除非有特別事項需要公司註冊處注意,否則無須另加附函。
- 5. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」,或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話,則該表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

簽署

6. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的 首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

股份所附帶的權利的詳情 (第 3B 項)

- B. 如公司的股本分為不同類別的股份,請就每一類別的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(包括在進行清盤時)參與該項分派的權利的詳情; 及
 - (d) 是否屬可贖回股份。

NOTICE OF VARIATION OF RIGHTS ATTACHED TO SHARES

For the purposes of section 184(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC15

Introduction

- 1. Where a company having a share capital varies the rights attached to shares in a class, the company must within 1 month after the date on which the variation takes effect deliver to the Registrar of Companies (the Registrar) for registration a notice in this form giving details of the variation, together with a copy of the resolution or other document that authorized the variation if that has not been delivered to the Registrar under another provision of the Companies Ordinance.
- For rights varied with the consent of holders of shares in the class given in accordance with section 180 of the Companies Ordinance, the variation takes effect –
 - (A) if the consent is full consent pursuant to section 180(4A) of the Companies Ordinance, on the date of the full consent or such later date as may be specified in the full consent; or
 - (B) if the consent is not full consent pursuant to section 180(4A) of the Companies Ordinance
 - (a) if no application to Court is made under section 182 of the Companies Ordinance for the variation to be disallowed, at the end of the period of 28 days after the date on which the variation is made: or
 - (b) if an application to Court is made under section 182 of the Companies Ordinance for the variation to be disallowed –
 - (i) at the time when the application is withdrawn or finally determined; or
 - (ii) (if there is more than one application) at the time when the last of the applications is withdrawn or finally determined.
- 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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.

Particulars of Rights Attached to Shares (Section 3B)

- If the share capital of the company is 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.



許 Note

更改某類別成員的權利通知書 (無股本公司)

Notice of Variation of Rights of a Class of Members (Company Without a Share Capital)

表格 NSC16 商業登記號碼

Business Registration Number

日DD / 月MM / 年YYYY

公司名稱 Company Name 2 某類別成員的權利的更改 Variation of the Rights of a Class of Members A. 批准該項更改 Authorization of the Variation 請在適用的空格內加上 ✓ 號 Please tick the relevant box 批准該項更改的決議或其他文件的文本已根據《公司條例》(第 622 章)的另一條文交付公司 註冊處處長登記。 A copy of the resolution or other document which authorized the variation has been delivered to the Registrar of Companies for registration under another provision of the Companies Ordinance (Cap. 622). 隨本表格一併交付批准該項更改的決議的文本。 A copy of the resolution which authorized the variation is delivered with this form. **臜本表格一併交付批准該項更改的其他文件的文本。** A copy of other document which authorized the variation is delivered with this form. 請說明 Please specify B. 更改的生效日期 Date on which the Variation Takes Effect Ħ DD 月 MM 年 YYYY C. 更改的詳情 Details of Variation (如空位不足, 請用續頁填報 Use Continuation Sheet if the space is insufficient)

提交人資料 Presentor's Reference 姓名/名稱 Name: 地址 Address:

董事 Director/公司秘書 Company Secretary

日期 Date

電話 Tel: 傳真 Fax: 電郵 Email:

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

本通知書所包括的續頁數目

簽署 Signed :

姓名 Name

檔號 Reference:

Number of Continuation Sheet(s) included in this Notice

續頁 Continuation Sheet 商業登記號碼 Business Registration Number

更改的詳情(第 2C 項) <u>Details of Variation (Section 2C)</u>	
Details of variation (Section 20)	

《公司條例》(第 622 章) 第 192(1) 條規定交付的

更改某類別成員的權利通知書 (無股本公司)

填表須知 — 表格 NSC16

附註

引言

- 1. 如無股本的公司的某類別成員的權利被更改,該公司須在該項更改的生效日期 後的一個月內,將更改的通知以本表格交付公司註冊處處長(「處長」)登記。 除非批准該項更改的決議或其他文件的文本,已根據《公司條例》的另一條文 交付據長,否則本表格須連同批准該項更改的決議或其他文件的文本一併交付。
- 2. 如權利是在有關類別成員按照《公司條例》第188條給予的同意下更改一
 - (A) 如有關同意屬《公司條例》第188(4A)條訂明的全體同意,該項更改在該全體同意的日期或在該全體同意內指明的較後日期生效。
 - (B) 如有關同意不屬《公司條例》第188(4A)條訂明的全體同意—
 - (a) 如沒有人根據《公司條例》第190條向原訟法庭提出否決該項更改的申請,該項更改在更改作出日期後的28日期間結束時生效;或
 - (b) 如有人根據《公司條例》第190條向原訟法庭提出否決該項更改的申請,該項更改一
 - (i) 在該項申請被撤回或獲終局裁定之時生效;或
 - (ii) (如有多於一項申請)在該等申請中最後的一項申請被撤回或獲終局 裁定之時生效。
- 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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

NOTICE OF VARIATION OF RIGHTS OF A CLASS OF MEMBERS (COMPANY WITHOUT A SHARE CAPITAL)

For the purposes of section 192(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC16

Introduction

- 1. Where a company without a share capital varies the rights of a class of members, the company must within 1 month after the date on which the variation takes effect deliver to the Registrar of Companies (the Registrar) for registration a notice in this form giving details of the variation, together with a copy of the resolution or other document that authorized the variation if that not been delivered to the Registrar under another provision of the Companies Ordinance.
- For rights varied with the consent of the members of the class given in accordance with section 188 of the Companies Ordinance, the variation takes effect –
 - (A) if the consent is full consent pursuant to section 188(4A) of the Companies Ordinance, on the date of the full consent or such later date as may be specified in the full consent; or
 - (B) if the consent is not full consent pursuant to section 188(4A) of the Companies Ordinance -
 - (a) if no application to Court is made under section 190 of the Companies Ordinance for the variation to be disallowed, at the end of the period of 28 days after the date on which the variation is made: or
 - (b) if an application to Court is made under section 190 of the Companies Ordinance for the variation to be disallowed
 - (i) at the time when the application is withdrawn or finally determined; or
 - (ii) (if there is more than one application) at the time when the last of the applications is withdrawn or finally determined.
- 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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.



註 Note

償付能力陳述書 Solvency Statement

表格 NSC17

2 陳述 Statement 本人/我們*是上述公司的 唯一董事/全體董事*,現按照《公司條例》(第622章)第5 部第2 分部陳述一 1/We*, being the sole director/all the directors * of the company, hereby state in accordance with Division 2 of Part 5 of the Companies Ordinance (Cap. 622) that — 新在週刊的支持仍加上 / 號 Please tick the relevant box L述公司強調著著價付能力陳述,支持以特別決議減少其股本。價付能力陳述是根據《公司條例》第216(11)條作出的。 This company is proposing to reduce its share capital by special resolution supported by a solvency statement and this solvency statement is made in accordance with section 216(1) of the Companies Ordinance. L述公司強調就贖回或回購本身的股份從資本中撥款作付款。價付能力陳述是根據《公司條例》第259(1)條作出的。 This company is proposing to make a payment out of capital in respect of a redemption or buy-back of its own shares and this solvency statement is made in accordance with section 259(1) of the Companies Ordinance. 3 意見 Opinion 本人/我們*已查究上述公司的事務狀況及前景,及考慮公司的所有價務(包括或有負價及潛在負債),並且已得出下列的意見— 1/We *have inquired into the company's state of affairs and prospects and taken into account all the liabilities of the company (including contingent and prospective liabilities). 1/We *have formed the opinion that— (a) 在緊接上速第2項的事宜的進行後,將會沒有認定上述公司無能力價付其價項的理由;及 Immediately after the transaction in Section 2 above, there will be no ground on which the company could be found to be unable to pay its debts; and ** ** ** ** ** ** ** ** ** ** ** ** *	1	公司名稱 Company Name
本人/我們*是上述公司的 唯一董事/全體董事*,現按照《公司條例》(第622章)第5 部第2 分部陳述一 I/We*, being the sole director/all the directors* of the company, hereby state in accordance with Division 2 of Part 5 of the Companies Ordinance (Cap. 622) that—		
本人/我們*是上述公司的 唯一董事/全體董事*,現按照《公司條例》(第622章)第5 部第2 分部陳述一 I/We*, being the sole director/all the directors* of the company, hereby state in accordance with Division 2 of Part 5 of the Companies Ordinance (Cap. 622) that—		
本人/我們*是上述公司的 唯一董事/全體董事*,現按照《公司條例》(第622章)第5 部第2 分部陳述一 I/We*, being the sole director/all the directors* of the company, hereby state in accordance with Division 2 of Part 5 of the Companies Ordinance (Cap. 622) that— 新在週刊的空格內加上 / 號 Please tick the relevant box L述公司建議精著價付能力陳述,支持以特別決議減少其股本。價付能力陳述是根據《公司條例》第216(1)條作出的。 This company is proposing to reduce its share capital by special resolution supported by a solvency statement and this solvency statement is made in accordance with section 216(1) of the Companies Ordinance. L述公司應例》第259(1)條作出的。 This company is proposing to make a payment out of capital in respect of a redemption or buy-back of its own shares and this solvency statement is made in accordance with section 259(1) of the Companies Ordinance. 3 意見 Opinion 本人/我們*已查究上述公司的事務狀況及前景,及考慮公司的所有債務(包括或有負債及潛在負債),並且已得出下列的意見一 I/We*have inquired into the company's state of affairs and prospects and taken into account all the liabilities of the company (including contingent and prospective liabilities). I/We*have formed the opinion that— (a) 在緊接上述第2項的事宜的進行後,將會沒有認定上述公司無能力價付其價項的理由;及 Immediately after the transaction in Section 2 above, there will be no ground on which the company could be found to be unable to pay its debts; and *新樹去不過用者 Delete whichever does not apply 提交人資料 Presentor's Reference 维名/名稱 Name:	2	陳 沭 Statement
I/We*, being the sole director/all the directors* of the company, hereby state in accordance with Division 2 of Part 5 of the Companies Ordinance (Cap. 622) that —		本人/我們*是上述公司的 唯一董事/全體董事*,現按照《公司條例》(第622章)第5部
L 述公司建議藉著價付能力陳述,支持以特別決議減少其股本。價付能力陳述是根據 《公司條例》第216(1)條作出的。 This company is proposing to reduce its share capital by special resolution supported by a solvency statement and this solvency statement is made in accordance with section 216(1) of the Companies Ordinance. □ 上述公司建議就贖回或回購本身的股份從資本中撥款作付款。價付能力陳述是根據《公司條例》第259(1)條作出的。 This company is proposing to make a payment out of capital in respect of a redemption or buy-back of its own shares and this solvency statement is made in accordance with section 259(1) of the Companies Ordinance. 3 意見 Opinion 本人/我們*已查究上述公司的事務狀況及前景,及考慮公司的所有債務(包括或有負債及潛在負債),並且已得出下列的意見 「/We * have inquired into the company's state of affairs and prospects and taken into account all the liabilities of the company (including contingent and prospective liabilities). I/We * have formed the opinion that — (a) 在緊接上述第2項的事宜的進行後,將會沒有認定上述公司無能力價付其價項的理由;及 Immediately after the transaction in Section 2 above, there will be no ground on which the company could be found to be unable to pay its debts; and *新樹土下翅用者 Delete whichever does not apply 提交人資料 Presentor's Reference 维名/名稱 Name:		I/We *, being the sole director/all the directors * of the company, hereby state in accordance with
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	提	交人資料 Presentor's Reference 譜勿填寫本欄 For Official Use
til. Address.	姓	名/名稱 Name:
死业 Address.	地	址 Address:
電話 Tel: 傳真 Fax:	_	
電郵 Email: 檔號 Reference:	_	

指明編號 1/2023 (2023 年 12 月) Specification No. 1/2023 (December 2023)

	冏 亲 兌 記 號 嗨
	Business Registration Number
Г	
1	

3 意見 Opinion (續上頁 cont'd)

(b) (i) 如公司的清盤擬在上述第2項事宜的日期後的12個月內展開,在展開清盤後的 12個月內,該公司將會有能力悉數價付其價項;或

if it is intended to commence the winding up of the company within 12 months after the date of the transaction stated in Section 2 above, the company will be able to pay its debts in full within 12 months after the commencement of the winding up; or

(ii) 在任何其他情況,該公司將會有能力償付其在緊接上述第2項事宜後的12個月內 到期的價項。

in any other case, the company will be able to pay its debts as they become due during the period of 12 months immediately following the date of the transaction stated in Section 2 above.

■ 4 唯一董事或全體董事簽署 Signature(s) of the Sole Director or All Directors

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

姓名		簽署	日期	
Name:		Signed :		
	董事 Director		H DE	/月MM/年YYYY
姓名		簽署	日期	
Name:		Signed :	Date :	
	董事 Director		日 DE)/ 月 MM / 年 YYYY
姓名		簽署	日期	
Name:		Signed :	Date :	
	董事 Director		Ħ DE	/ 月 MM / 年 YYYY
姓名		簽署	日期	
Name:		Signed :	Date :	
	董事 Director		∄ DE)/ 月 MM / 年 YYYY
姓名		簽署	日期	
Name:		Signed :	Date :	
	董事 Director		日 DE)/ 月 MM / 年 YYYY
姓名		簽署	日期	
Name:		Signed :	Date :	
	董事 Director		H DE)/ 月 MM / 年 YYYY
姓名		簽署	日期	
Name:		Signed :	Date :	
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姓名		簽署	日期	
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	董事 Director)/ 月 MM / 年 YYYY
姓名		簽署	日期	
Name:		Signed :		
	董事 Director		日 DE)/月MM/年YYYY
姓名		簽署	日期	
Name:		Signed :	Date :	
	董事 Director		H DE)/ 月 MM / 年 YYYY
水随油声 5	听包括的續頁數目			
	n 色距明観月数日 Continuation Sheet(s) inc	uded in this Statement		

續頁 Continuation Sheet

商業登記號碼 Business Registration Number

⑤ <u>唯−</u>	<u>-董事或全體董事簽署</u>	Signature(s) of the Sole Director or All Directors
--------------------	-------------------	--

姓名 Nama ·		簽署 Signed:	日期 Date :	
Name .	董事 Director	oignou	日DD/月MM/	年 YYYY
姓名 Name:		簽署 Signed:	日期 Date:	
	董事 Director		日 DD / 月 MM /	年 YYYY
姓名 Name:		簽署 Signed:	日期 Date :	
	董事 Director		日 DD / 月 MM /	年 YYYY
姓名 Name:		簽署 Signed:	日期 Date :	
	董事 Director		日 DD / 月 MM /	年 YYYY
姓名 Name:		簽署 Signed:	日期 Date :	
	董事 Director		日 DD / 月 MM /	年 YYYY
姓名 Name:		簽署 Signed:	日期 Date :	
	董事 Director		日 DD / 月 MM /	年 YYYY
姓名 Name:		簽署 Signed:	日期 Date :	
	董事 Director		日 DD / 月 MM /	年 YYYY
姓名 Name:		簽署 Signed:	日期 Date :	
	董事 Director		日 DD / 月 MM /	年 YYYY
姓名 Name:		簽署 Signed:	日期 Date :	
	董事 Director		日 DD / 月 MM /	年 YYYY
姓名 Name:		簽署 Signed:	日期 Date :	
- <u></u>	董事 Director		日 DD / 月 MM /	

(公司條例)(第 622章) 第 216(1)及 259(1)條規定交付的

償付能力陳述書

填表須知 — 表格 NSC17

附註

引言

- 1. 如公司計劃—
 - (a) 按照《公司條例》第5部第3分部第2次分部, 藉特別決議減少其股本:或
 - (b) 按照《公司條例》第5部第4分部第6次分部、從資本中撥款作支付贖回或回購本身的股份、公司的所有董事須在通過相關事宜的特別決議前,以本表格作出價付能力陳述。有關的特別決議須在作出價付能力陳述的日期後的15日內通過。
- 2. 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。
- 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公司註冊處處長(「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. 本表格必須由公司的唯一董事或全體董事簽署。所填報的董事姓名/名稱必須與公司註冊處的紀錄相同。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字), 「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

SOLVENCY STATEMENT

For the purposes of sections 216(1) and 259(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC17

Introduction

- 1. If a company proposes to -
 - (a) reduce its share capital by special resolution under Subdivision 2 of Division 3 in Part 5 of the Companies
 - (b) make a payment out of capital in respect of a share redemption or buy-back under Subdivision 6 of Division 4 in Part 5 of the Companies Ordinance,

all directors of the company must make a solvency statement in this form before the date of passing the special resolution for the relevant transactions. The related special resolution must be passed within 15 days after the date of the solvenoy statement.

- 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 of Companies (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 sole director or all the directors of the company. Please note that the name(s) of the director(s) given under this Section <u>must be</u> identical to the name(s) kept in the Companies Registry's record. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.



向原訟法庭申請撤銷 議決減少股本的特別決議通知書 **Notice of Application to Court for Cancellation of Special Resolution for** Reduction of Share Capital

表格 NSC18

商業登記號碼 Business Registration Number

1	八司夕鄉 Company Name						
•	公司名稱 Company Name						
	申請要求撤銷議決減少股本的特別決議 Application for Cancellation of Special Resolution for Reduction of Share Capital						
	上述公司現通知:有人已向原訟法庭 申請書已送達公司。 This company gives notice that an applic special resolution for reduction of the cor	ation has been	n made to the	Court for can	cellation of		
	company.						
	申請書送達公司的日期 The Day on which the Application is Served on the Company						
			Ħ DD	月MM	年 YYY		
簽辑	Signed :						
姓名	名 Name :		_日期 Date :				
*請願	董事 Director / 公司秘書 Comp 删去不適用者 Delete whichever does not apply	oany Secretary *		日DD / 月M	IM / 年YY		
	交人資料 Presentor's Reference	請勿り	真客本欄 For O	fficial Use			
	名/名稱 Name:						
地址	a <u>t</u> Address:						
	业 Address: 話 Tel: 傳真 Fax:						

(公司條例) (第 622 章) 第 220(4) 條規定交付的

向原訟法庭申請撤銷 議決減少股本的特別決議通知書

填表須知 — 表格 NSC18

附註

引言

- 1. 如公司已根據《公司條例》第215條通過特別決議減少其股本,則公司成員(已同意或已表決 贊成有關決議的成員除外)或債權人均可在議決該項特別決議的日期後的5個星期內,向原 訟法庭提出申請,要求撤銷該項決議。如有人提出申請,公司須在申請書送達該公司的日期後 的7日內,以本表格向公司註冊處處長(「處長」)發出關於該項申請的通知。
- 2. 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。
- 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. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

NOTICE OF APPLICATION TO COURT FOR CANCELLATION OF SPECIAL RESOLUTION FOR REDUCTION OF SHARE CAPITAL

For the purposes of section 220(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC18

Introduction

- 1. Where a company passes a special resolution for reduction of its share capital under section 215 of the Companies Ordinance, a member (other than one who consented to or voted in favour of the special resolution) or creditor of the company may, within 5 weeks after the date of the special resolution, apply to the Court for cancellation of the resolution. If an application is made, the company must give notice of the application to the Registrar of Companies (the Registrar) in this form within 7 days after the day on which the application is served on the company.
- 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 a director or the company secretary. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.



股本減少申報表

(藉著以償付能力陳述支持的特別決議)

Return of Reduction of Share Capital

Companies Registry (by Special Resolution Supported by Solvency Statement)

表格 NSC19

					商業3 Business Reg	圣記號碼 istration Num		
1 :	公司名稱 Compa	ny Name						
	藉著以償付能力陳述支持的特別決議減少股本 Reduction of Share Capital by Special Resolution Supported by Solvency Statement							
	上述公司已通過特別決議減少其股本。 This company has passed a special resolution for reduction of the company's share capital.							
	決議通過日期 Date of Passing the	Resolution						
				H DD	月MM	年 YYYY		
ļ	the relevant sp 有人根據《公 An application resolution for if 原訟法庭が 式文本。 The Court	the special resolution for ecial resolution. 司條例〉第 220 條就識 is made under section 2 eduction of share capital. 基據《公司條例》第 222 條 makes an order under sec	读決減少股 20 of the (作出確認) tion 222 of	本的特別決議 Companies Ord 该項決議的命令 the Companies	提出申請。 inance in respe 。隨本表格一併	ct of the sp 交付該命令		
	法庭命令的		is delivered	with this form.		1		
	Date of Cou	rt Order		Ħ DD	月MM	年 YYY		
		的法律程序,在沒有原訟法 dings on the application are e		吉東・	~	7		
	法律程序编 Date on wh	告束的日期 ich proceedings are ended		目DD	月MM	年 YYY		
姓名	大資料 Presentor' 名/名稱 Name: Address:	s Reference		請勿填寫本欄「	For Official Use	•		
雷節	€ Tel:	傳真 Fax:						

電郵 Email: 檔號 Reference:

商業登記號嘴						
Business Registration Number						
- J						

4 股本減少的詳情 Particulars of the Reduction of Share Capital

股份的類別 (如普通股/	貨幣單位 Currency			股本的減少 ssued Share Capital	
優先股等) Class of Shares (e.g. Ordinary/ Preference etc.)		總數 Total Number	總款額 Total Amount (a)	已繳的款額 Amount Paid up (b)	未繳的款額 Amount Unpaid (a) - (b)

5 股本說明(以緊接股本減少之後當時的狀況為準) Statement of Capital (As at the Time Immediately After the Reduction of Share Capital)

A. 股本 Share Capital (如空位不足,請用續頁 A 填報 Use Continuation Sheet A if the space is insufficient)

股份的類別	貨幣單位 Currency	已發行股份 Issued Shares			
(如普通股/ 優先股等) Class of Shares (e.g. Ordinary/ Preference etc.)		總數 Total Number	總款額 Total Amount (a)	已繳或視作 已繳的總款額 Total Amount Paid up or Regarded as Paid up (b)	未繳或視作 未繳的總款額 Total Amount Unpaid or Regarded as Unpaid (a) - (b)
			,	,	. , , , ,

B. 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

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

股份的類別	附帶的權利的詳情
(如普通股/	(包括表決權;在分派股息時參與該項分派的權利;
優先股等)	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)
Class of Shares	Particulars of Rights Attached
(e.g. Ordinary/	(Including voting rights; rights to participate in a distribution as respects dividends;
Preference etc.)	rights to participate in a distribution as respects capital; whether the shares are redeemable)
1	

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
頁數 Number of pages		

姓名 Name	:		日期 Date:					
		董事 Director / 公司秘書 Company Secretary *		Ħ DD	/	月MM	/	年 YYYY

簽署 Signed :

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

I	續頁	Α	Continuation	Sheet	Α
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商業登記號碼

╝	Business Registration Number	
Г		1
		ı

股本說明 (以緊接股本減少之後當時的狀況為準)

Statement of Capital (As at the Time Immediately After the Reduction of Share Capital)

股本 (第 5A 項)

Share Capital (Section 5A)

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	總款額 Total Amount (a)	已 繳或視作 已 繳的總款額 Total Amount Paid up or Regarded as Paid up (b)	未繳或視作 未繳的總款額 Total Amount Unpaid or Regarded as Unpaid (a) - (b)	

ı	續百	R	Continuation	Sheet	R

商業登記號碼

Business Registration Number

股本說明(以緊接股本減少之後當時的狀況為準) Statement of Capital (As at the Time Immediately After the Reduction of Share Capital)

● 股份所附帶的權利的詳情 (第 5B 項) Particulars of Rights Attached to Shares (Section 5B)

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) 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)

(公司條例) (第 622章) 第 224 及 225 條規定交付的

股本減少申報表 (藉著以償付能力陳述支持的特別決議)

填表須知 — 表格 NSC19

附註

引言

- 1. 公司可按照《公司條例》第5部第3分部第2次分部,藉特別決議減少其股本。
 - (a) 無人根據《公司條例》第220條在議決減少股本的特別決議的日期後的5個 星期內,提出申請要求撤銷該項決議;或
 - (b) 有人根據第220條就議決減少股本的特別決議提出申請,而原訟法庭根據第222條作出確認該項決議的命令;或
 - (c) 有人根據第220條就議決減少股本的特別決議提出申請,而關於該項申請的 法律程序,在沒有原訟法庭裁定下結束,

公司須交付本表格予公司註冊處處長(「處長」)登記。

- 2. 本申報表須於以下時限交付處長登記一
 - (a) 如無人根據第220 條就議決減少股本的特別決議提出申請要求撤銷該項決議,在該項決議的日期後的5個星期後並在該項決議的日期後的7個星期之前的期間內;或
 - (b) 在原訟法庭作出第222 條所指的命令後的15 日內,或在原訟法庭命令的任何較長限期內;或
 - (c) 在法律程序於沒有原訟法庭裁定下結束後的15日內,或如有多於一項該等 法律程序,在該等法律程序中的最後一項如此結束後的15日內。
- 在處長登記關於股本減少的第224或225條所指的本申報表時,有關特別決議及 股本減少即告生效。
- 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。
- 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 格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

簽署

7. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

8. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

股份所附帶的權利的詳情 (第 5B 項)

- 9. 如公司的股本分為不同類別的股份,請就每一類別的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(包括在進行清盤時)參與該項分派的權利的詳情;及
 - (d) 是否屬可贖回股份。

RETURN OF REDUCTION OF SHARE CAPITAL (BY SPECIAL RESOLUTION SUPPORTED BY SOLVENCY STATEMENT)

For the purposes of sections 224 and 225 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC19

Introduction

- A company may reduce its share capital by special resolution in accordance with Subdivision 2 of Division 3 in Part 5 of the Companies Ordinance. The company must deliver a return in this form to the Registrar of Companies (the Registrar) for registration if —
 - (a) no application to the Court for cancellation of the special resolution for reduction of share capital is made within 5 weeks after the date of the special resolution under section 220 of the Companies Ordinance: or
 - (b) an application to the Court is made under section 220 and the Court makes an order under section 222 confirming the special resolution; or
 - (c) an application to the Court is made under section 220 and the proceedings on the application to the Court are ended without determination by the Court.
- 2. This return must be delivered -
 - (a) no earlier than 5 weeks and no later than 7 weeks after the date of the special resolution if no application is made to the Court for cancellation of the special resolution under section 220: or
 - (b) within 15 days after the making of an order by the Court under section 222, or within any longer period ordered by the Court; or
 - (c) within 15 days after the proceedings (or the last proceedings if more than one) are ended without determination by the Court.
- 3. The special resolution and the reduction of share capital take effect when this return under section 224 or 225 in relation to the reduction is registered by the Registrar.
- 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.

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.

Business Registration Number

8. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.

Particulars of Rights Attached to Shares (Section 5B)

- If the share capital of the company is 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.



註

股本減少申報表 (經原訟法庭確認)

Return of Reduction of Share Capital (Confirmed by Court)

表格 Form

NSC₂₀

								登記號碼 gistration Numbe
1	公司	引名稱 Comp	oany Name					
2				出要求確認態 lication to Co			of Reduction o	of Share Capita
A.	確認 This pass	股本減少的 company giv	命令。 es notice tha	t a special reso	lution fo	r reduction of t	the company's	,要求發出一項 share capital wa r confirming th
			命令的日期 ler Confirming	g the Reduction	1	目DD	月 MM	年 YYYY
В.				股本減少的文 rming the redu		share capital ar	re delivered with	h this form —
	(i)			D正式文本一的 er confirming t		tion of share ca	apital; and	
	(ii)		医批准的紀錄 atisapprove	è一份。 d by the Court.				
姓		名稱 Name:	r's Reference	,		請勿填寫本欄	For Official Use	9

傳真 Fax:

電話 Tel:

電郵 Email: 檔號 Reference:

商業登記號碼 **Business Registration Number**

3 股本減少的詳情 Particulars of the Reduction of Share Capital

股份的類別 (如普通股/	貨幣單位	已發行股本的減少 Reduction of Issued Share Capital							
優先股等) Class of Shares (e.g. Ordinary/ Preference etc.)	更幣単位 Currency	總數 Total Number	總款額 Total Amount (a)	已繳的款額 Amount Paid up (b)	未繳的款額 Amount Unpaid (a) - (b)				

4 股本說明(以緊接股本減少之後當時的狀況為準)

Statement of Capital (As at the Time Immediately After the Reduction of Share Capital)

A. 股本 Share Capital (如空位不足,請用續頁 A 填報 Use Continuation Sheet A if the space is insufficient)

股份的類別 (如普通股/		已發行股份 Issued Shares						
	貨幣單位 Currency	總數 Total Number		已繳或視作 已繳的總款額 Total Amount Paid up or Regarded as Paid up				
			(a)	(b)	(a) - (b)			

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

股份的類別	附帶的權利的詳情
(如普通股/	(包括表決權;在分派股息時參與該項分派的權利;
優先股等)	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)
Class of Shares	Particulars of Rights Attached
(e.g. Ordinary/	(Including voting rights; rights to participate in a distribution as respects dividends;
Preference etc.)	rights to participate in a distribution as respects capital; whether the shares are redeemabl

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

續頁 Continuation Sheet(s)	А	В
頁數 Number of pages		

6	簽署S	Signed	:							
	姓名 N	Name	:		日期 Date:					
			Ī	董事 Director /公司秘書 Company Secretary *		日 DD	/	月MM	/	年

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

	續頁	Α	Continuation	Sheet	A
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商業登記號碼

Business	Registration	Number

股本說明 (以緊接股本減少之後當時的狀況為準)

Statement of Capital (As at the Time Immediately After the Reduction of Share Capital)

股本 (第 4A 項)

Share Capital (Section 4A)

Silare Capital (
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	總款額 Total Amount	已繳或視作 已繳的總款額 Total Amount Paid up or Regarded as Paid up	未繳或視作 未繳的總款額 Total Amount Unpaid or Regarded as Unpaid			
			(a)	(b)	(a) - (b)			
			, ,	. ,	.,.,			



續頁 B Continuation Sheet B

商業登記號碼

Business Registration Number

股本說明(以緊接股本減少之後當時的狀況為準) Statement of Capital (As at the Time Immediately After the Reduction of Share Capital)

⊉ 股份所附帶的權利的詳情 (第 4B 項) Particulars of Rights Attached to Shares (Section 4B)

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) 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)

(公司條例) (第 622 章) 第 230 條規定交付的

股本減少申報表 (經原訟法庭確認)

填表須知 — 表格 NSC20

附註

引言

- 1. 如公司根據《公司條例》第5部第3分部第3次分部,通過一項議決減少股本的特別決議,並藉呈請書向原訟法庭提出申請,要求發出一項確認股本減少的命令,原訟法庭可根據《公司條例》第229條作出一項確認股本減少的命令。公司必須在原訟法庭作出該命令後的15日內,或在原訟法庭命令的任何較長限期內,將下述文件交付公司註冊處處長(「處長」)登記一
 - (a) 本申報表:
 - (b) 該命令的正式文本一份;及
 - (c) 經原訟法庭批准的紀錄一份,就經有關命令更改的公司股本而述明一
 - 股本額;
 - 公司所發行的股份的總數;
 - 每股股份的股款款額;及
 - 每股股份已繳付的股款款額及(如有的話)尚未繳付的股款款額。

獲有關命令確認的有關特別決議,在處長登記該項命令、紀錄及本申報表時,即告 生效。

- 請劃一以中文或英文申報各項所需資料。如以中文申報,請用繁體字。以手寫方式 填寫的表格或不會被公司註冊處接納。
- 3. 請提供提交人資料。除非有特別事項需要公司註冊處注意,否則無須另加附函。
- 4. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」,或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話,則該表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

簽署

5. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於2023年12月27日或之後成立的公司, 商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

股份所附帶的權利的詳情(第 4B 項)

- 7. 如公司的股本分為不同類別的股份,請就每一類別的股份就明該類別股份—
 - (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(包括在進行清盤時)參與該項分派的權利的詳情;及
 - (d) 是否屬可贖回股份。

RETURN OF REDUCTION OF SHARE CAPITAL (CONFIRMED BY COURT)

For the purposes of section 230 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC20

Introduction

- Where a company passes a special resolution for reduction of share capital under Subdivision 3 of Division 3 in Part 5 of the Companies Ordinance and applies by petition to the Court for an order confirming the reduction, the Court may make an order confirming the reduction of share capital under section 229 of the Companies Ordinance. The company should, within 15 days after the making of the order, or within any longer period ordered by the Court, deliver to the Registrar of Companies (the Registrar) for registration

 - (a) a return in this form;(b) an office copy of the order; and
 - (c) a minute that is approved by the Court, stating with respect to the company's share capital as altered by the order
 - the amount of the share capital:
 - the total number of issued shares:
 - the amount of each share: and
 - the amount paid up and the amount (if any) remaining unpaid on each share.

The special resolution for reduction of share capital, as confirmed by the order, takes effect on registration of the order, minute and this 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.
- 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.

Business Registration Number

Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.

Particulars of Rights Attached to Shares (Section 4B)

- If the share capital of the company is 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.



註

重新註冊為股份有限公司申請書 Application for Re-registration as Company Limited by Shares

表格 NU'

Note									Busin	ess Registrat	
8	1	公司名稱	Compan	y Name							
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9	3	重新註冊	時的股本	Share Ca	apital on R	e-regis	tration				
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檔號 Reference:

《公司條例》(第 622 章) 第 131 條規定交付的

重新註冊為股份有限公司申請書

填表須知 — 表格 NU1

附註

引言

- 1. 已註冊的無限公司可根據《公司條例》第 130 條通過特別決議,議決公司將重新註冊為股份有限公司,並以本表格向公司註冊處處長(「處長」)提出申請重新註冊。根據《公司條例》第 131(2)條的規定,此項申請只可在處長已收取根據《公司條例》第 622 條交付處長的特別決議的文本的當日或之後交付處長。根據《公司條例》第 622 條,公司須在有關決議通過後的 15 日內,將決議的文本交付處長登記。
- 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。公司 註冊處會以電郵或傳真方式通知提交人親身領取「公司註冊證書」。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

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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位 數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司,商業登記 號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

公司名稱 (第1項)

8. 請填報現有公司名稱,請勿在公司名稱後加上"有限公司"及/或"Limited"。

重新註冊時的股本 (第3項)

 申報的股本總額須與根據《公司條例》第 130 條通過的特別決議所載有關股本的指明 陳述相符。

隨本表格交付的文件 (第 4 項)

10. 根據《公司條例》第 131(1)(b)條的規定,重新註冊的申請須隨附有關特別決議建議修改的有關公司章程細則的文本。請連同有關特別決議的文本一併交付。

APPLICATION FOR RE-REGISTRATION AS COMPANY LIMITED BY SHARES

For the purposes of section 131 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NU1

Introduction

- 1. A registered unlimited company may pass a special resolution under section 130 of the Companies Ordinance resolving that the company is to be re-registered as a company limited by shares and apply to the Registrar of Companies (the Registrar) for re-registration in this form. Section 131(2) of the Companies Ordinance provides that such an application may only be delivered to the Registrar on or after the date on which the Registrar receives a copy of the special resolution delivered under section 622 of the Companies Ordinance. Section 622 of the Companies Ordinance provides that a copy of the resolution should be delivered to the Registrar for registration within 15 days after it is passed.
- 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 relected 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 email or fax to collect the Certificate of Incorporation 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 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

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

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.

Company Name (Section 1)

8. Please state the existing company name(s) and do not add the word "Limited" and / or "有限公司" after the name(s).

Share Capital on Re-registration (Section 3)

9. The amount stated should be consistent with the specified statement in respect of share capital as contained in the special resolution passed under section 130 of the Companies Ordinance.

Documents Delivered with this Form (Section 4)

10. Section 131(1)(b) of the Companies Ordinance provides that an application for re-registration must be accompanied by a copy of the company's articles as proposed to be altered by the special resolution. Please also deliver a copy of the special resolution.