

公司條例 (第 32 章)

現公布下述由本人根據《公司條例》第 2A 條指明的表格已予修訂，以便由 2004 年 2 月 13 日起，在該條例下使用。現特刊登該等表格，以供參閱：

表格編號	表格名稱	有關條文
A1	免任核數師通知書	131(6)
AR1	周年申報表	107(1)
AR2	周年申報表——資料並無改變的證明書 (有股本的非私人公司)	107(5)
AR3	周年申報表——資料並無改變的證明書 (有股本的私人公司)	107(5) 及 (6)
D1	首任秘書及董事通知書	158(4) 及 (4A)
D3	出任董事或候補董事職位同意書	158(5)
D4	秘書及董事辭職通知書	157D(2) 但書
DR1	不營運私人公司撤銷註冊申請書	291AA(3)
R1	註冊辦事處座落地點通知書	92(2)
R2	登記冊備存地點通知書	74A(3), 88(3), 89(3), 95(3), 119A(2) 及 158A(2)
RC2	資產負債狀況說明書	300A(1)(b) 及 300B
RC3	接管人或經理人的收支摘要	300A(2) 及 301(1)
SC1	股份分配申報表	45(1)
SC2	公司購買本身股份申報表	49G(1)
SC3	向法院申請取消特別決議通知書 (關於從資本中撥款贖回或購買股份)	49N(3)(a)
SC4	名義股本增加通知書	55(1) 及 (2)
SC5	與股份分配有關的合約細則申報表	45(2)
SC6	須付股份佣金的陳述書	46(1)(c)(ii) 及 (d)
SC7	資助收購股份陳述書	47E(6)
SC8	資助收購股份陳述書 (由控股公司的過半數董事作出)	47E(6)
SC9	向法院申請取消特別決議通知書 (關於為收購股份而給予資助)	47G(4)
SC10	從資本中撥款贖回或購買股份的陳述書	49K(3), (5) 及 49M(4)
SC11	更改股本結構通知書	54(1)
U1	重新註冊為有限公司申請書	19(1)



公司註冊處
Companies Registry

免任核數師通知書 Notification of Removal of Auditor

(公司條例第 131(6)條)
(Companies Ordinance s. 131(6))

表格
Form **A1**

重要事項 Important Notes

- 填表前請參閱《填表須知》。
請用黑色墨水列印。
- Please read the accompanying notes before completing this form.
Please print in black ink.

公司編號 Company Number

1 公司名稱 Company Name

2 被免任核數師的資料 Particulars of Auditor being Removed

姓名／名稱 Name

地址 Address

3 免任上述核數師的決議日期 Date of Resolution Removing the above Auditor

日 DD 月 MM 年 YYYY

4 免任日期 Date of Removal

日 DD 月 MM 年 YYYY

簽署 Signed :

姓名 Name :

董事 Director / 秘書 Secretary *

日期 Date :

日 DD / 月 MM / 年 YYYY

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

(註 Note 3)

提交人的資料 **Presenter's Reference**

姓名 Name:

地址 Address:

電話 Tel:

傳真 Fax:

電郵地址 E-mail Address:

檔號 Reference:

指明編號 2/2004 (修訂) (2004 年 2 月)
Specification No. 2/2004 (Revision) (Feb. 2004)

請勿填寫本欄 **For Official Use**

公司條例(香港法例第 32 章)

第 131(6)條規定提交的

免任核數師通知書

填表須知 — 表格 A1

附註

引言

1. 無論公司與其核數師曾否訂立任何協議，公司仍可藉普通決議將該名核數師於任期屆滿前免任。除私人公司外，公司須於 14 日內以本表格將通過免任核數師的決議一事通知公司註冊處處長。
2. 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。公司註冊處不接納手寫的表格。
3. 請填報提交人的資料。除非有特別事項需要公司註冊處注意，否則毋須另加附函。

簽署

4. 本表格必須由一名董事或秘書簽署，公司註冊處不接納未簽妥的表格，並會退回提交人。

NOTIFICATION OF REMOVAL OF AUDITOR
Required by Companies Ordinance (Cap. 32)
Section 131(6)

Notes for Completion of Form A1

Introduction

1. A company may by ordinary resolution remove an auditor before the expiration of his term of office, notwithstanding anything in any agreement between the company and the auditor. Where a company other than a private company passes a resolution removing an auditor, it should within 14 days give notice of that fact to the Registrar of Companies in this form.
2. Please fill in all particulars and complete all items consistently in either Chinese **OR** English. In the case of Chinese, traditional Chinese characters should be used. Please note that handwritten forms will 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.

Signature

4. This form must be signed by a Director or the Secretary. A form which is not properly signed will be rejected by the Companies Registry.



公司註冊處
Companies Registry

周年申報表 Annual Return

(公司條例第 107(1)條)
(Companies Ordinance s. 107(1))

表格
Form **AR1**

重要事項 Important Notes

- 填表前請參閱〈填表須知〉。
請用黑色墨水列印。
- Please read the accompanying notes before completing this form.
Please print in black ink.

公司編號 Company Number

1 公司名稱 Company Name

(註 Note 8) **2 商業名稱 Business Name**

3 公司類別 Type of Company

請在有關空格內加 ✓ 號 Please tick the relevant box

- 有股本的私人公司 Private Company having a share capital
- 其他 Others

4 本申報表日期 Date of this Return

本申報表列載公司截至右列日期為止的資料
The information in this Return is made up to

日 DD	月 MM	年 YYYY

(如屬有股本的私人公司，本申報表應列載截至公司成立為法團的周年日期的資料。如屬其他公司，所列載的資料則應截至公司周年大會日期或以代替周年大會的書面決議的日期為止。

For a private company having a share capital, the information in this Return should be made up to the anniversary of the date of incorporation. For other companies, the information should be made up to the date of the annual general meeting (AGM) or the date of written resolution passed in lieu of AGM.

(註 Note 9) **5 註冊辦事處地址 Address of Registered Office**

(註 Note 10) **6 電郵地址 E-mail Address**

(註 Note 3) **提交人的資料 Presenter's Reference**

姓名 Name:

地址 Address:

電話 Tel:

傳真 Fax:

電郵地址 E-mail Address:

檔號 Reference:

指明編號 2/2004 (修訂) (2004 年 2 月)
Specification No. 2/2004 (Revision) (Feb. 2004)

請勿填寫本欄 For Official Use

7 按揭及押記 Mortgages and Charges

截至本申報表日期，所有須根據《公司條例》第 80 及第 82 條規定向公司註冊處處長登記的按揭及押記的未償還總額

Total Amount outstanding as of the Date of this Return on all mortgages and charges which are required to be registered with the Registrar of Companies pursuant to sections 80 and 82 of the Companies Ordinance

(註 Note 11) **8 無股本公司的成員數目 Number of Member(s) of a Company Not Having a Share Capital**
(有股本的公司毋須填報此項 Company having a share capital need not complete this section)

截至本申報表日期的成員數目
Number of member(s) as at the Date of this Return

(註 Note 12) **9 股本 Share Capital**
(無股本的公司毋須填報第 9 及第 10 項 Company not having a share capital need not complete sections 9 & 10)

截至本申報表日期 As at the Date of this Return					
	法定股本 Authorized Share Capital	已發行股本 Issued Share Capital			
股份類別 Class of Shares	總面值 Total Nominal Value †	已發行 股份數目 Number of Shares Issued (a)	每股已 發行股份 的面值 Nominal Value of Each Share Issued † (b)	已發行股份的 總面值 Total Nominal Value of Shares Issued † (a) x (b)	已發行股份的 已繳股款總值 (不包括溢價) Total Paid up Value of Shares Issued † (excluding premium)
總值 Total					

† 請註明貨幣單位(例如：港元、美元)
Please specify the currency (e.g. HKD, USD)

--

(註 Note 13) **10 有股本公司的成員詳情 Details of Member(s) of a Company Having a Share Capital**

(如未能盡錄於下列表格內，請用續頁 A 填報 Use Continuation Sheet A if there is insufficient space)

截至本申報表日期的成員詳情 Details of Member(s) as at the Date of this Return

股份類別 Class of Shares

--

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

姓名／名稱 Name	地址 Address	股份 Shares		備註 Remarks	
		現時持有量 Current Holding	轉讓 Transferred		
			數目 Number		日期 Date
總數 Total					

11 秘書 Secretary

A. 個人秘書 Individual Secretary

(如超過一名個人秘書，請用續頁 B 填報 Use Continuation Sheet B if more than 1 individual secretary)

中文姓名
Name in Chinese

英文姓名
Name in English

<input type="text"/>	<input type="text"/>
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姓氏 Surname

名字 Other Names

前用姓名
Previous Names

別名
Alias

(註 Note 14)

香港住址
Hong Kong
Residential
Address

(註 Note 15)

電郵地址
E-mail Address

(註 Note 16)

身份證明 Identification

a 香港身份證號碼
Hong Kong Identity Card Number

b 海外護照
Overseas Passport

<input type="text"/>	<input type="text"/>
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簽發國家 Issuing Country

號碼 Number

B. 法人團體秘書 Corporate Secretary

(如超過一名法人團體秘書，請用續頁 B 填報 Use Continuation Sheet B if more than 1 corporate secretary)

(註 Note 17)

中文名稱
Name in Chinese

(註 Note 17)

英文名稱
Name in English

(註 Note 18)

香港地址
Hong Kong
Address

(註 Note 15)

電郵地址
E-mail Address

公司編號 Company Number

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

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12 董事 Director

A. 個人董事 Individual Director

(如超過兩名個人董事，請用續頁 C 填報 Use Continuation Sheet C if more than 2 individual directors)

(註 Note 19)

1 身份

Capacity

董事
Director

候補董事
Alternate Director

代替 Alternate to

--

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

--

(註 Note 20)

住址
Residential Address

--	--

國家 Country

(註 Note 21)

電郵地址
E-mail Address

--

(註 Note 22)

身份證明 **Identification**

a 香港身份證號碼
Hong Kong Identity Card Number

--

b 海外護照
Overseas Passport

--	--

簽發國家 Issuing Country

號碼 Number

--

12 董事 Director (續上頁 cont'd)

(註 Note 19)

2 身份

Capacity

董事
Director

候補董事
Alternate Director

代替 Alternate to

--

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

--

(註 Note 20)

住址
Residential
Address

--	--

國家 Country

(註 Note 21)

電郵地址
E-mail Address

--

(註 Note 22)

身份證明 Identification

a 香港身份證號碼
Hong Kong Identity Card Number

--

b 海外護照
Overseas Passport

--	--

簽發國家 Issuing Country

號碼 Number

--

12 董事 Director (續上頁 cont'd)

B. 法人團體董事 Corporate Director

(如超過兩名法人團體董事，請用續頁 D 填報 Use Continuation Sheet D if more than 2 corporate directors)

(註 Note 19)	1 身份 Capacity	<input type="checkbox"/> 董事 Director	<input type="checkbox"/> 候補董事 Alternate Director	代替 Alternate to
-------------	--------------------------------	--	--	-----------------

中文名稱 Name in Chinese	
---------------------------------------	--

英文名稱 Name in English	
---------------------------------------	--

(註 Note 23)	地址 Address		國家 Country
-------------	-----------------------------	--	-------------------

(註 Note 21)	電郵地址 E-mail Address	
-------------	--------------------------------------	--

公司編號 Company Number (只適用於在香港註冊的法人團體) (Only applicable to body corporate registered in Hong Kong)	
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(註 Note 19)	2 身份 Capacity	<input type="checkbox"/> 董事 Director	<input type="checkbox"/> 候補董事 Alternate Director	代替 Alternate to
-------------	--------------------------------	--	--	-----------------

中文名稱 Name in Chinese	
---------------------------------------	--

英文名稱 Name in English	
---------------------------------------	--

(註 Note 23)	地址 Address		國家 Country
-------------	-----------------------------	--	-------------------

(註 Note 21)	電郵地址 E-mail Address	
-------------	--------------------------------------	--

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

12 董事 Director (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**)

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

--

(註 Note 20)

住址
Residential Address

	國家 Country

(註 Note 21)

電郵地址
E-mail Address

--

(註 Note 22)

身份證明 **Identification**

a 香港身份證號碼
Hong Kong Identity Card Number

--

b 海外護照
Overseas Passport

簽發國家 Issuing Country	號碼 Number

--

13 登記冊 Registers

公司備存下列登記冊的地址(如並非備存於第 5 項的註冊辦事處內)
Address where the following registers of the company are kept (if not kept at the Registered Office in Section 5)

登記冊 Register	地址 Address
a 成員登記冊 Register of Members	
b 債權證持有人登記冊 (如有的話) Register of Debenture Holders (if any)	

(註 Note 24) **14 隨表提交的帳目所涵蓋的會計結算始末日期**
Period Covered by Accounts Submitted with this Form
(私人公司毋須填報此項 A private company need not complete this section)

			至			
日 DD	月 MM	年 YYYY	To	日 DD	月 MM	年 YYYY

15 證明書 Certificate

(此項證明只適用於私人公司。如不適用，請刪去此項。)
(This Certificate should only be completed in respect of a private company. If not applicable, please delete.)

本人證明公司自上一份周年申報表日期以來(如屬首份周年申報表，則自成立為法團以來)，並無發出任何文件，邀請公眾人士認購公司任何股份或債權證；同時如成員數目於本申報表日期超過五十，則所超出的成員，全是根據《公司條例》第 29(1)(b)條不須計算入該五十名額內的人士。
I certify that the company has not, since the date of the last Annual Return (or since incorporation if this is the first Annual Return), issued any invitation to the public to subscribe for any shares or debentures in the company and that if the number of members is in excess of 50 as at the Date of this Return, the excess are persons who under section 29(1)(b) of the Companies Ordinance are not to be included in the calculation of 50.

本申報表包括 _____ 張續頁 A、_____ 張續頁 B、_____ 張續頁 C 及 _____ 張續頁 D。

This Return includes _____ Continuation Sheet(s) A, _____ Continuation Sheet(s) B, _____ Continuation Sheet(s) C and _____ Continuation Sheet(s) D.

簽署 Signed :

姓名 Name : _____ 日期 Date : _____
董事 Director / 秘書 Secretary * 日 DD / 月 MM / 年 YYYY

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

表格
Form **AR1**

(續頁 A Continuation Sheet A)

本申報表日期 Date of Return

日 DD	月 MM	年 YYYY

公司編號 Company Number

--

(註 Note 13) 有股本公司的成員詳情 (第 10 項)

Details of Member(s) of a Company Having a Share Capital (Section 10)

截至本申報表日期的成員詳情 Details of Member(s) as at the Date of this Return

股份類別 Class of Shares

--

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

姓名/名稱 Name	地址 Address	股份 Shares		備註 Remarks	
		現時持有量 Current Holding	轉讓 Transferred		
			數目 Number		日期 Date
總數 Total					

本申報表日期 **Date of Return**

日 DD	月 MM	年 YYYY

公司編號 **Company Number**

--

個人董事詳情 (第 12A 項) Details of Individual Director (Section 12A)

(註 Note 19)

身份
Capacity

董事
Director

候補董事
Alternate Director

代替 **Alternate to**

--

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

--

(註 Note 20)

住址
Residential Address

	國家 Country

(註 Note 21)

電郵地址
E-mail Address

--

(註 Note 22)

身份證明 **Identification**

a 香港身份證號碼
Hong Kong Identity Card Number

--

b 海外護照
Overseas Passport

簽發國家 Issuing Country	號碼 Number

本申報表日期 **Date of Return**

日 DD	月 MM	年 YYYY

公司編號 **Company Number**

--

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

(註 Note 19)

1 身份

Capacity

董事

Director

候補董事

Alternate Director

代替 **Alternate to**

--

中文名稱

Name in Chinese

--

英文名稱

Name in English

--

(註 Note 23)

地址

Address

	國家 Country

(註 Note 21)

電郵地址

E-mail Address

--

公司編號 **Company Number**

(只適用於在香港註冊的法人團體)

(Only applicable to body corporate registered in Hong Kong)

--

(註 Note 19)

2 身份

Capacity

董事

Director

候補董事

Alternate Director

代替 **Alternate to**

--

中文名稱

Name in Chinese

--

英文名稱

Name in English

--

(註 Note 23)

地址

Address

	國家 Country

(註 Note 21)

電郵地址

E-mail Address

--

公司編號 **Company Number**

(只適用於在香港註冊的法人團體)

(Only applicable to body corporate registered in Hong Kong)

--

公司條例(香港法例第 32 章)

第 107(1)條規定提交的

周年申報表

填表須知 — 表格 AR1

附註

引言

1. 每間公司**必須**每年向公司註冊處處長提交一份周年申報表。公司董事及秘書有責任確保申報表正確反映公司於申報表日期的狀況。
2. 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。公司註冊處不接納手寫的表格。
3. 請填報提交人的資料。除非有特別事項需要公司註冊處注意，否則毋須另加附函。

遞交表格的期限

4. 本表格必須於申報表日期後 42 日內送交公司註冊處登記。**遞交者須繳付較高的註冊費用**。有關所需繳付費用的詳情，請參閱《主要服務收費表》資料小冊子。

簽署

5. 本表格必須由一名董事或秘書簽署，公司註冊處不接納未簽妥的表格，並會退回提交人。公司註冊處將依據公司重新遞交已簽妥的表格的日期，計算所需繳付的註冊費用。

費用

6. 本表格必須連同正確的每年註冊費用一併提交，否則公司註冊處不會接納，並會退回提交人。公司註冊處將依據公司重新遞交表格的日期，計算所需繳付的註冊費用。
7. 如以郵寄方式遞交表格，請連同一張港幣劃線支票繳付所需費用。支票抬頭請註明「公司註冊處」。請勿郵寄現金。

商業名稱 (第 2 項)

8. 請填報公司經營業務時，除公司名稱外，所採用的任何商業名稱。

註冊辦事處 (第 5 項)

9. 註冊辦事處的地址必須為公司於申報表日期的地址。海外地址、「轉交」地址及郵政信箱號碼恕不接受。

電郵地址 (第 6 項)

10. 請提供公司的電郵地址以方便聯絡(屬自願提供的資料)。如電郵地址其後有任何更改，請以表格 R1 通知公司註冊處。

無股本公司的成員數目 (第 8 項)

11. 如公司屬註冊為無限成員人數的無股本公司，請填報「無限」。

股本 (第 9 項)

12. 有股本的公司必須填報其法定股本及已發行股本的詳細資料。以下例子只供參考：
例： 甲乙丙有限公司的法定股本為港幣 10,000 元，按每股港幣 1 元分為 10,000 股普通股，其中 5,000 股在截至申報表日期已發行，並已繳足股款。

股份類別 Class of Shares	截至本申報表日期 As at the Date of this Return				
	法定股本 Authorized Share Capital	已發行股本 Issued Share Capital			
	總面值 Total Nominal Value †	已發行 股份數目 Number of Shares Issued	每股已 發行股份 的面值 Nominal Value of Each Share Issued †	已發行股份的 總面值 Total Nominal Value of Shares Issued †	已發行股份的 已繳股款總值 (不包括溢價) Total Paid up Value of Shares Issued † (excluding premium)
		(a)	(b)	(a) x (b)	
普通股	港元 10,000	5,000	港元 1.00	港元 5,000	港元 5,000
總值 Total	港元 10,000	5,000		港元 5,000	港元 5,000

有股本公司的成員名單 (第 10 項)

13. (a) 「現時持有量」一欄內每類股份的總數必須與申報表第 9 項中所填報該類別股份的「已發行股份數目」總數相同。
- (b) 如成員的資料有任何更改，請在「備註」一欄內相關之處說明。(例如：更改地址、更改名稱。)
- (c) 如公司股本的結構有任何變動，例如：某一類別股份轉換為另一類別股份、已發行的股份被公司沒收，請在「備註」一欄內相關之處說明。(例如：'A' 股於 XXXX 年 XX 月 XX 日轉換為 'B' 股、股份於 XXXX 年 XX 月 XX 日被沒收)。
- (d) 如公司曾將其任何股份轉換為股本，並已將此事通知公司註冊處處長，請述明每名成員所持的股額。
- (e) 如公司備存一本成員登記支冊，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公司接獲該等記項的副本後提交，請填報有關的詳情。

秘書 (第 11 項)

14. 請填報個人秘書在 香港 的 住宅 地址。海外地址、「轉交」地址及郵政信箱號碼恕不接受。
15. 請提供秘書的電郵地址以方便聯絡(屬自願提供的資料)。如電郵地址其後有任何更改，請以表格 D2B 通知公司註冊處。
16. 請填報個人秘書的香港身份證號碼。如該人並非香港身份證持有人，請填報其所持護照的號碼及簽發國家。如該人既非香港身份證持有人，亦沒有任何國家的護照，則請在有關的空格內填「無」。
17. 如秘書為一商號，請在供法人團體秘書填報名稱的空格內填報商號名稱。

18. 如秘書屬法人團體，應註明其在香港的註冊辦事處或主要辦事處的地址。海外地址、「轉交」地址及郵政信箱號碼恕不接受。

董事 (第 12 項)

19. 請述明董事的身份。如屬候補董事，請註明獲代替行事的董事姓名或名稱。
20. 請填報個人董事或備任董事的住宅地址。如屬海外地址，請同時填報「國家」一欄。「轉交」地址及郵政信箱號碼恕不接受。
21. 請提供董事或備任董事的電郵地址以方便聯絡(屬自願提供的資料)。如電郵地址其後有任何更改，請以表格 D2B 通知公司註冊處。
22. 請填報個人董事或備任董事的香港身份證號碼。如該人並非香港身份證持有人，請填報其所持護照的號碼及簽發國家。如該人既非香港身份證持有人，亦沒有任何國家的護照，則請在有關的空格內填「無」。
23. 如董事屬法人團體，應註明其註冊辦事處或主要辦事處的地址。如屬海外地址，請同時填報「國家」一欄。「轉交」地址及郵政信箱號碼恕不接受。

帳目 (第 14 項)

24. (a) 除私人公司外，所有公司的周年申報表均須連同自上一份周年申報表日期後(如屬首份周年申報表，則自公司成立為法團的日期後)，公司在所舉行的大會上所呈交的每一套帳目一併提交。若公司以書面決議代替周年大會，所須提交的帳目應是一份已提供予每名須簽署決議的公司成員的帳目。
- (b) 每套帳目必須由一名董事、經理或秘書證明為真實副本，並須包括一份董事報告及核數師就有關帳目作出的報告。

ANNUAL RETURN
Required by Companies Ordinance (Cap. 32)
Section 107(1)

Notes for Completion of Form AR1

Introduction

1. Every company ***must*** make an Annual Return which should be filed with the Registrar of Companies once every year. It is the duty of the Director(s) and the Secretary to ensure that the Return reflects accurately the affairs of the company as at the Date of Return.
2. Please fill in all particulars and complete all items consistently in either Chinese ***OR*** English. In the case of Chinese, traditional Chinese characters should be used. Please note that handwritten forms will be rejected by the Companies Registry.
3. Please complete the Presenter's Reference. Unless the presenter 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 submitted to the Companies Registry within 42 days after the Date of Return. ***Late submission is subject to a higher registration fee.*** Please refer to the information pamphlet on 'Price Guide to Main Services' for the correct fee payable.

Signature

5. This form must be signed by a Director or the 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.

Fee

6. This form must be submitted with the correct annual registration fee. A form which is not submitted 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.
7. If this form is delivered by post, please send a crossed cheque in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.

Business Name (Section 2)

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

Registered Office (Section 5)

9. The address must be the registered office address as at the Date of this Return. An overseas address, 'care of' address or post office box number is not acceptable.

E-mail Address (Section 6)

10. Please supply the e-mail address of the company, on a voluntary basis, to facilitate electronic communication. If there is any subsequent change in the e-mail address, it would be appreciated if you would notify the Companies Registry by completing Form R1.

Number of Member(s) of a Company Not Having a Share Capital (Section 8)

11. If a company not having a share capital is registered with an unlimited number of members, please state 'Unlimited'.

Share Capital (Section 9)

12. A company having a share capital must report the details of its authorized share capital and issued share capital. An example is provided below for reference only:

e.g. ABC Company Limited has an authorized share capital of HKD10,000 divided into 10,000 ordinary shares of HKD1.00 each, 5,000 shares of which are issued and fully paid as at the Date of this Return.

截至本申報表日期 As at the Date of this Return					
法定股本 Authorized Share Capital		已發行股本 Issued Share Capital			
股份類別 Class of Shares	總面值 Total Nominal Value †	已發行 股份數目 Number of Shares Issued (a)	每股已 發行股份 的面值 Nominal Value of Each Share Issued † (b)	已發行股份的 總面值 Total Nominal Value of Shares Issued † (a) x (b)	已發行股份的 已繳股款總值 (不包括溢價) Total Paid up Value of Shares Issued † (excluding premium)
Ordinary	HKD10,000	5,000	HKD1.00	HKD5,000	HKD5,000
總值 Total	HKD10,000	5,000		HKD5,000	HKD5,000

Details of Member(s) of a Company Having a Share Capital (Section 10)

13. (a) For each class of shares, the total number of shares in the 'Current Holding' column must agree with the total number of shares issued for that class as reported in Section 9 of the form.
- (b) If there have been any changes in the particulars of the member(s), please indicate the changes in the 'Remarks' column against the related entry (e.g. change of address, change of name etc.)
- (c) If there have been any changes in the structure of the share capital of the company, e.g. conversion of one class of the share into shares of another class, forfeiture of issued shares etc., please indicate the changes in the 'Remarks' column against the related entry (e.g. 'A' shares converted to 'B' shares on dd / mm / yyyy, shares forfeited on dd / mm / yyyy etc.)
- (d) If the company has converted any of its shares into stock and given notice of it to the Registrar of Companies, please state the amount of stock held by each member.
- (e) If the company keeps a branch register and the particulars of the entries in that register relate to the matters which are required to be contained in the annual return to be made next after the copies of those entries are received by the company, please state the relevant details.

Secretary (Section 11)

14. Please provide the **residential** address of an individual Secretary in **Hong Kong**. An overseas address, 'care of' address or post office box number is not acceptable.
15. Please supply the e-mail address of the Secretary, on a voluntary basis, to facilitate electronic communication. If there is any subsequent change in the e-mail address, it would be appreciated if you would notify the Companies Registry by completing Form D2B.
16. The Hong Kong Identity Card number, or in the absence of which, the number and issuing country of the passport of an individual Secretary should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'NIL' in the boxes provided.
17. If the Secretary is a firm, please state the name of the firm in the box for the name of Corporate Secretary.

18. If the Secretary is a body corporate, the address of its registered or principal office in **Hong Kong** should be given. An overseas address, 'care of' address or post office box number is not acceptable.

Director (Section 12)

19. Please state the capacity(ies) of the Director(s). In the case of an Alternate Director, please state the name(s) of the principal Director(s) to whom he or she or it is the alternate.
20. Please provide the ***residential*** address of an individual Director or a Reserve Director. If an overseas address is given, please also complete the box for 'Country'. 'Care of' addresses and post office box numbers are not acceptable.
21. Please supply the e-mail address of the Director or Reserve Director, on a voluntary basis, to facilitate electronic communication. If there are any subsequent changes in the e-mail addresses, it would be appreciated if you would notify the Companies Registry by completing Form D2B.
22. The Hong Kong Identity Card number, or in the absence of which, the number and issuing country of the passport of an individual Director or a Reserve Director should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'NIL' in the boxes provided.
23. If the Director is a body corporate, the address of its registered or principal office should be given. If an overseas address is given, please also complete the box for 'Country'. 'Care of' addresses and post office box numbers are not acceptable.

Accounts (Section 15)

24. (a) All companies except private companies are required to submit with each Annual Return every set of Accounts laid before the company in the last general meeting which took place since the date of the last Annual Return (or since incorporation if this is the first Annual Return). If a written resolution is passed in lieu of the annual general meeting, the Accounts to be submitted should be the same Accounts that have been provided to each member of the company who are required to sign the resolution.
- (b) Each set of Accounts must be certified by a Director, Manager or the Secretary as being a true copy and must include a report of the Directors and a report of the Auditors on the Accounts.



公司註冊處
Companies Registry

周年申報表 - 資料並無改變的證明書
(有股本的非私人公司)

Annual Return - Certificate of No Change

(Company having a share capital
and not being a private company)

(公司條例第 107(5)條)
(Companies Ordinance s. 107(5))

表格 **AR2**
Form

重要事項 Important Notes

- 填表前請參閱《填表須知》。
請用黑色墨水列印。
- Please read the accompanying notes before completing this form.
Please print in black ink.

公司編號 **Company Number**

1 公司名稱 Company Name

(註 Note 9) **2 隨表提交的帳目所涵蓋的會計結算始末日期**

Period Covered by Accounts Submitted with this Form

日 DD	月 MM	年 YYYY	至 To	日 DD	月 MM	年 YYYY
------	------	--------	---------	------	------	--------

3 代表公司發出的證明書 Certificate to be Given on behalf of the Company

本人謹此按照《公司條例》第 107(5)條作出證明 -

In accordance with section 107(5) of the Companies Ordinance, I hereby certify that -

(註 Note 10)

(a) 本公司依據《公司條例》第 107(1)條製備的最近一份詳盡周年申報表的日期是 _____ 年 _____ 月 _____ 日，及
the date of the last Annual Return in full form as required by section 107(1) of the Companies Ordinance was _____ and,

(b) 自 (a) 段所指明的日期起，至本申報表的日期為止，即至 _____ 年 _____ 月 _____ 日 (亦即本公司在有關年度舉行周年大會的日期或通過以代替周年大會的書面決議的日期) 為止，公司提交存案的最近一份詳盡周年申報表所載的資料並無任何改變。
as at _____, being the date of this return (i.e. the date of the Annual General Meeting of the company or the date of the written resolution passed in lieu of the Annual General Meeting for the year), there has been no change since the date specified in paragraph (a) above in the information contained in the last Annual Return filed by the company in full form.

簽署 Signed :

姓名 Name : _____ 日期 Date : _____
董事 Director / 秘書 Secretary * 日 DD / 月 MM / 年 YYYY

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

(註 Note 4) 提交人的資料 **Presenter's Reference**

請勿填寫本欄 **For Official Use**

姓名 Name:

地址 Address:

電話 Tel:

傳真 Fax:

電郵地址 E-mail Address:

檔號 Reference:

指明編號 2/2004 (修訂) (2004 年 2 月)
Specification No. 2/2004 (Revision) (Feb. 2004)

公司條例(香港法例第 32 章)
第 107(5)條規定提交的
周年申報表 - 資料並無改變的證明書
(有股本的非私人公司)

填表須知 — 表格 AR2

附註

引言

1. 每間公司**必須**每年向公司註冊處處長提交一份周年申報表。公司董事及秘書有責任確保申報表正確反映公司於申報表日期的狀況。
2. 如自**最近一份詳盡周年申報表** (即表格 AR1) 的日期後, 原須載於該款申報表的資料並**無任何改變**, 有股本的**非**私人公司可使用本表格, 以代替表格 AR1。有股本的私人公司可使用表格 AR3。
3. 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。公司註冊處不接納手寫的表格。
4. 請填報提交人的資料。除非有特別事項需要公司註冊處注意, 否則毋須另加附函。

遞交表格的期限

5. 本表格必須於有關年度的周年大會日期後 42 日內或以代替周年大會的書面決議的日期後 42 日內, 送交公司註冊處登記。**遲交者須繳付較高的註冊費用**。有關所需繳付費用的詳情, 請參閱《主要服務收費表》資料小冊子。

簽署

6. 本表格必須由一名董事或秘書簽署, 公司註冊處不接納未簽妥的表格, 並會退回提交人。公司註冊處將依據公司重新遞交已簽妥的表格的日期, 計算所需繳付的註冊費用。

費用

7. 本表格必須連同正確的每年註冊費用一併提交, 否則公司註冊處不會接納, 並會退回提交人。公司註冊處將依據公司重新遞交表格的日期, 計算所需繳付的註冊費用。
8. 如以郵寄方式遞交表格, 請連同一張港幣劃線支票繳付所需費用。支票抬頭請註明「公司註冊處」。請勿郵寄現金。

帳目 (第 2 項)

9. (a) 本表格須連同自上一次周年申報表(即表格 AR1 或 AR2)日期後, 公司在所舉行的大會上所提交的每一套帳目一併提交。若公司以書面決議代替周年大會, 所須提交的帳目應是一份已提供予每名須簽署決議的公司成員的帳目。
(b) 每套帳目必須由一名董事、經理或秘書證明為真實副本, 並須包括一份董事報告及核數師就有關帳目作出的報告。

代表公司發出的證明書 (第 3 項)

10. 最近一份詳盡周年申報表的日期, 是指提交公司註冊處存案的最近一份表格 AR1 的日期。

ANNUAL RETURN - CERTIFICATE OF NO CHANGE
(COMPANY HAVING A SHARE CAPITAL AND NOT BEING A PRIVATE COMPANY)

Required by Companies Ordinance (Cap. 32)

Section 107(5)

Notes for Completion of Form AR2

Introduction

1. Every company **must** make an Annual Return to the Registrar of Companies once every year. It is the duty of the Director(s) and the Secretary to ensure that the Return reflects accurately the affairs of the company as at the Date of Return.
2. If there has been **no change** in the information required to be contained in an Annual Return **since the date of the last Annual Return in full form** (i.e. Form AR1), a company having a share capital and **not** being a private company may use this form in lieu of Form AR1. For a private company having a share capital, please use Form AR3.
3. Please fill in all particulars and complete all items consistently in either Chinese **OR** English. In the case of Chinese, traditional Chinese characters should be used. Please note that handwritten forms will 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.

Deadline for Delivery of this Form

5. This form must be submitted to the Companies Registry within 42 days after the date of the Annual General Meeting for the year or the date of the written resolution passed in lieu of the Annual General Meeting. **Late submission is subject to a higher registration fee.** Please refer to the information pamphlet on 'Price Guide to Main Services' for the correct fee payable.

Signature

6. This form must be signed by a Director or the 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.

Fee

7. This form must be submitted with the correct annual registration fee. A form which is not submitted 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.
8. If this form is delivered by post, please send a crossed cheque in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.

Accounts (Section 2)

9. (a) A company is required to submit with this form every set of Accounts laid before the company in the last general meeting which took place since the date of the last Annual Return (i.e. Form AR1 or AR2). If a written resolution is passed in lieu of the annual general meeting, the Accounts to be submitted should be the same Accounts that have been provided to each member of the company who are required to sign the resolution.

(b) Each set of Accounts must be certified by a Director, Manager or the Secretary as being a true copy and must include a report of the Directors and a report of the Auditors on the Accounts.

Certificate to be Given on behalf of the Company (Section 3)

10. The date of the last Annual Return in full form is the date of the last Form AR1 filed with the Companies Registry.



公司註冊處
Companies Registry

周年申報表 - 資料並無改變的證明書
(有股本的私人公司)

Annual Return - Certificate of No Change
(Private Company having a share capital)

(公司條例第 107(5) 及 (6) 條)
(Companies Ordinance s. 107(5) & (6))

表格
Form **AR3**

重要事項 Important Notes

- 填表前請參閱《填表須知》。
請用黑色墨水列印。

Please read the accompanying notes before completing this form.
Please print in black ink.

公司編號 **Company Number**

1 公司名稱 Company Name

2 代表公司發出的證明書 Certificate to be Given on behalf of the Company

本人謹此按照《公司條例》第 107(5) 及 (6) 條作出證明 -

In accordance with section 107 (5) & (6) of the Companies Ordinance, I hereby certify that -

(註 Note 9)

- (a) 本公司依據《公司條例》第 107(1) 條製備的最近一份詳盡周年申報表的日期是 _____ 年 _____ 月 _____ 日，及

the date of the last Annual Return in full form as required by section 107(1) of the Companies Ordinance was _____ and,

- (b) 自 (a) 段所指明的日期起，至本申報表的日期為止，即至 _____ 年 _____ 月 _____ 日 (亦即本公司在有關年度成立為法團的周年日期) 為止，公司提交存案的最近一份詳盡周年申報表所載的資料並無任何改變。

as at _____, being the date of this return (i.e. the anniversary of the date of incorporation of the company for the year), there has been no change since the date specified in paragraph (a) above in the information contained in the last Annual Return filed by the company in full form.

簽署 Signed :

姓名 Name : _____
董事 Director / 秘書 Secretary *

日期 Date : _____
日 DD / 月 MM / 年 YYYY

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

(註 Note 4)

提交人的資料 **Presenter's Reference**

請勿填寫本欄 **For Official Use**

姓名 Name:

地址 Address:

電話 Tel:

傳真 Fax:

電郵地址 E-mail Address:

檔號 Reference:

指明編號 2/2004 (修訂) (2004 年 2 月)
Specification No. 2/2004 (Revision) (Feb. 2004)

公司條例(香港法例第 32 章)
第 107(5)及(6)條規定提交的
周年申報表 - 資料並無改變的證明書
(有股本的私人公司)

填表須知 — 表格 AR3

附註

引言

1. 每間公司**必須**每年向公司註冊處處長提交一份周年申報表。公司董事及秘書有責任確保申報表正確反映公司於申報表日期的狀況。
2. 如自最近一份詳盡周年申報表 (即表格 AR1) 的日期後，原須載於該款申報表的資料並**無任何改變**，有股本的**私人**公司可使用本表格，以代替表格 AR1。有股本的非私人公司可使用表格 AR2。
3. 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。公司註冊處不接納手寫的表格。
4. 請填報提交人的資料。除非有特別事項需要公司註冊處注意，否則毋須另加附函。

遞交表格的期限

5. 本表格必須於公司成立為法團的周年日後 42 日內送交公司註冊處登記。**遲交者須繳付較高的註冊費用**。有關所需繳付費用的詳情，請參閱《主要服務收費表》資料小冊子。

簽署

6. 本表格必須由一名董事或秘書簽署，公司註冊處不接納未簽妥的表格，並會退回提交人。公司註冊處將依據公司重新遞交已簽妥的表格的日期，計算所需繳付的註冊費用。

費用

7. 本表格必須連同正確的每年註冊費用一併提交，否則公司註冊處不會接納，並會退回提交人。公司註冊處將依據公司重新遞交表格的日期，計算所需繳付的註冊費用。
8. 如以郵寄方式遞交表格，請連同一張港幣劃線支票繳付所需費用。支票抬頭請註明「公司註冊處」。請勿郵寄現金。

代表公司發出的證明書 (第 2 項)

9. 最近一份詳盡周年申報表的日期，是指提交公司註冊處存案的最近一份表格 AR1 的日期。

**ANNUAL RETURN - CERTIFICATE OF NO CHANGE
(PRIVATE COMPANY HAVING A SHARE CAPITAL)
Required by Companies Ordinance (Cap. 32)
Section 107(5) & (6)**

Notes for Completion of Form AR3

Introduction

1. Every company **must** make an Annual Return to the Registrar of Companies once every year. It is the duty of the Director(s) and the Secretary to ensure that the Return reflects accurately the affairs of the company as at the Date of Return.
2. If there has been **no change** in the information required to be contained in an Annual Return **since the date of the last Annual Return in full form** (i.e. Form AR1), a **private** company having a share capital may use this form in lieu of Form AR1. For a company having a share capital and not being a private company, please use Form AR2.
3. Please fill in all particulars and complete all items consistently in either Chinese **OR** English. In the case of Chinese, traditional Chinese characters should be used. Please note that handwritten forms will be rejected by the Companies Registry.
4. Please complete the Presenter's Reference. Unless the presenter needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.

Deadline for Delivery of this Form

5. This form must be submitted to the Companies Registry within 42 days after the anniversary date of incorporation. **Late submission is subject to a higher registration fee.** Please refer to the information pamphlet on 'Price Guide to Main Services' for the correct fee payable.

Signature

6. This form must be signed by a Director or the 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.

Fee

7. This form must be submitted with the correct annual registration fee. A form which is not submitted 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.
8. If this form is delivered by post, please send a crossed cheque in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.

Certificate to be Given on behalf of the Company (Section 2)

9. The date of the last Annual Return in full form is the date of the last Form AR1 filed with the Companies Registry.



首任秘書及董事通知書
Notification of First Secretary and Director

公司註冊處
Companies Registry

(公司條例第 158(4) 及 (4A) 條)
(Companies Ordinance s. 158(4) & (4A))

表格 **D1**
Form

重要事項 Important Notes

- 填表前請參閱〈填表須知〉。
請用黑色墨水列印。
- Please read the accompanying notes before completing this form.
Please print in black ink.

公司編號 **Company Number**

1 公司名稱 Company Name

2 秘書 Secretary (如超過一名秘書，請用續頁 A 填報 Use Continuation Sheet A if more than 1 secretary)

A. 個人秘書 Individual Secretary

中文姓名
Name in Chinese

英文姓名
Name in English

<input type="text"/>	<input type="text"/>
姓氏 Surname	名字 Other Names

前用姓名 / 別名
Previous Names / Alias

<input type="text"/>	<input type="text"/>
前用姓名 Previous Names	別名 Alias

(註 Note 8) 香港住址
Hong Kong Residential Address

(註 Note 9) 電郵地址
E-mail Address

(註 Note 10) 身份證明 **Identification**

a 香港身份證號碼
Hong Kong Identity Card Number

b 海外護照
Overseas Passport

<input type="text"/>	<input type="text"/>
簽發國家 Issuing Country	號碼 Number

委任日期 **Date of Appointment**

<input type="text"/>	<input type="text"/>	<input type="text"/>
日 DD	月 MM	年 YYYY

(註 Note 6) **提交人的資料 Presentor's Reference**

姓名 Name:
地址 Address:

電話 Tel: 傳真 Fax:

電郵地址 E-mail Address:

檔號 Reference:

請勿填寫本欄 For Official Use

表格
Form **D1**

公司編號 **Company Number**

2 秘書 Secretary (續上頁 cont'd)

(註 Note 11) **B. 法人團體秘書 Corporate Secretary**

(註 Note 12)

中文名稱
Name in Chinese

(註 Note 12)

英文名稱
Name in English

(註 Note 13)

香港地址
**Hong Kong
Address**

(註 Note 9)

電郵地址
E-mail Address

公司編號 **Company Number**

(只適用於在香港註冊的法人團體)

(Only applicable to body corporate registered in Hong Kong)

委任日期 **Date of Appointment**

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

日 DD

月 MM

年 YYYY

--

3 董事 Director

A. 個人董事 Individual Director

(如超過兩名個人董事，請用續頁 B 填報 Use Continuation Sheet B if more than 2 individual directors)

請在有關空格內加 ✓ 號 Please tick the relevant box(es)

(註 Note 14)

1 身份

Capacity

董事

Director

候補董事

Alternate Director

代替 Alternate to

--

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

--

(註 Note 15)

住址

Residential Address

--	--

國家 Country

(註 Note 16)

電郵地址

E-mail Address

--

(註 Note 17)

身份證明 **Identification**

a 香港身份證號碼

Hong Kong Identity Card Number

--

b 海外護照

Overseas Passport

--	--

簽發國家 Issuing Country

號碼 Number

委任日期 **Date of Appointment**

--	--	--

日 DD

月 MM

年 YYYY

表格
Form **D1**

公司編號 **Company Number**

--

3 董事 Director (續上頁 cont'd)

B. 法人團體董事 Corporate Director

(如超過一名法人團體董事，請用續頁 C 填報 Use Continuation Sheet C if more than 1 corporate director)

請在有關空格內加 ✓ 號 Please tick the relevant box(es)

(註 Note 14)

身份

Capacity

董事

Director

候補董事

Alternate Director

代替 Alternate to

--

中文名稱

Name in Chinese

--

英文名稱

Name in English

--

(註 Note 18)

地址

Address

--	--

國家 Country

(註 Note 16)

電郵地址

E-mail Address

--

公司編號 **Company Number**

(只適用於在香港註冊的法人團體)

(Only applicable to body corporate registered in Hong Kong)

--

委任日期 **Date of Appointment**

--	--	--

日 DD

月 MM

年 YYYY

本通知書包括 _____ 張續頁 A、_____ 張續頁 B 及 _____ 張續頁 C。

This Notification includes _____ Continuation Sheet(s) A, _____ Continuation Sheet(s) B and _____ Continuation Sheet(s) C.

簽署 Signed :

姓名 Name : _____
董事 Director / 秘書 Secretary *

日期 Date : _____
日 DD / 月 MM / 年 YYYY

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

--

秘書詳情 (第 2 項) Details of Secretary (Section 2)

A. 個人秘書 Individual Secretary

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 / 別名
Previous Names / Alias

前用姓名 Previous Names

別名 Alias

(註 Note 8)

香港住址
Hong Kong Residential Address

(註 Note 9)

電郵地址
E-mail Address

(註 Note 10)

身份證明 Identification

a 香港身份證號碼
Hong Kong Identity Card Number

b 海外護照
Overseas Passport

簽發國家 Issuing Country

號碼 Number

委任日期 Date of Appointment

日 DD

月 MM

年 YYYY

(註 Note 11)

B. 法人團體秘書 Corporate Secretary

(註 Note 12)

中文名稱
Name in Chinese

(註 Note 12)

英文名稱
Name in English

(註 Note 13)

香港地址
Hong Kong Address

(註 Note 9)

電郵地址
E-mail Address

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

委任日期 Date of Appointment

日 DD

月 MM

年 YYYY

--

個人董事詳情 (第 3A 項) Details of Individual Director (Section 3A)

請在有關空格內加 ✓ 號 Please tick the relevant box(es)

(註 Note 14)

身份

Capacity

董事

Director

候補董事

Alternate Director

代替 Alternate to

--

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

--

(註 Note 15)

住址

Residential
Address

--	--

國家 Country

(註 Note 16)

電郵地址

E-mail Address

--

(註 Note 17)

身份證明 Identification

a 香港身份證號碼

Hong Kong Identity Card Number

--

b 海外護照

Overseas Passport

--	--

簽發國家 Issuing Country

號碼 Number

委任日期 Date of Appointment

--	--	--

日 DD

月 MM

年 YYYY

--

法人團體董事詳情 (第 3B 項) Details of Corporate Director (Section 3B)

請在有關空格內加 ✓ 號 Please tick the relevant box(es)

(註 Note 14)	1	身份 Capacity	<input type="checkbox"/>	董事 Director	<input type="checkbox"/>	候補董事 Alternate Director	代替 Alternate to
-------------	---	----------------	--------------------------	----------------	--------------------------	----------------------------	-----------------

中文名稱 Name in Chinese	
-------------------------	--

英文名稱 Name in English	
-------------------------	--

(註 Note 18)	地址 Address		國家 Country
-------------	---------------	--	------------

(註 Note 16)	電郵地址 E-mail Address	
-------------	------------------------	--

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

委任日期 Date of Appointment	日 DD	月 MM	年 YYYY
--------------------------	------	------	--------

請在有關空格內加 ✓ 號 Please tick the relevant box(es)

(註 Note 14)	2	身份 Capacity	<input type="checkbox"/>	董事 Director	<input type="checkbox"/>	候補董事 Alternate Director	代替 Alternate to
-------------	---	----------------	--------------------------	----------------	--------------------------	----------------------------	-----------------

中文名稱 Name in Chinese	
-------------------------	--

英文名稱 Name in English	
-------------------------	--

(註 Note 18)	地址 Address		國家 Country
-------------	---------------	--	------------

(註 Note 16)	電郵地址 E-mail Address	
-------------	------------------------	--

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

委任日期 Date of Appointment	日 DD	月 MM	年 YYYY
--------------------------	------	------	--------

公司條例(香港法例第 32 章)
第 158(4) 及(4A) 條規定提交的
首任秘書及董事通知書

填表須知 — 表格 D1

附註

引言

1. 每間在香港成立為法團的公司(私人公司除外)，必須有一名秘書及最少兩名董事。秘書職位可由其中一名董事兼任。
2. 每間在香港成立為法團的私人公司，必須有一名秘書及最少一名董事，但秘書職位不得由公司的唯一董事兼任。
3. (a) 公司成立為法團後，必須在首次委任秘書或聯名秘書(以下簡稱「秘書」)及董事(包括候補董事的委任但不包括備任董事的提名)的日期起計 14 日內，以本表格通知公司註冊處處長有關該等職位人士的資料。
(b) 如私人公司只有一名成員，而該成員同時亦是公司的唯一董事(法人團體除外)，則不論該公司的章程細則有否規定，公司可在大會上提名一位年滿 18 歲的人士為該公司的備任董事，一旦唯一董事去世，即可代替其處理職務。有關備任董事的提名或離任，請使用表格 D5 申報。
4. 每名新委任的董事必須簽署一份《出任董事或候補董事職位同意書》表格 D3，連同本表格一併提交。
5. 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。公司註冊處不接納手寫的表格。
6. 請填報提交人的資料。除非有特別事項需要公司註冊處注意，否則毋須另加附函。

簽署

7. 本表格必須由一名董事或秘書簽署，公司註冊處不接納未簽妥的表格，並會退回提交人。

秘書 (第 2A 及 2B 項)

8. 請填報個人秘書在 香港 的 住宅 地址。海外地址、「轉交」地址及郵政信箱號碼恕不接受。
9. 請提供秘書的電郵地址以方便聯絡(屬自願提供的資料)。如電郵地址其後有任何更改，請以表格 D2B 通知公司註冊處。
10. 如個人獲委任為秘書，請填報其香港身份證號碼。如該人並非香港身份證持有人，請填報其所持護照的號碼及簽發國家。如該人既非香港身份證持有人，亦沒有任何國家的護照，則請在有關的空格內填「無」。
11. 只有一名董事的私人公司，不得委任一個以該私人公司的唯一董事為唯一董事的法人團體作為該公司的秘書。
12. 如獲委任秘書為一商號，請在供法人團體秘書填報名稱的空格內填報商號名稱。

13. 如秘書屬法人團體，應註明其在香港的註冊辦事處或主要辦事處的地址。海外地址、「轉交」地址及郵政信箱號碼恕不接受。

董事 (第 3A 及 3B 項)

14. 請述明獲委任者的身份。如屬候補董事，請註明獲代替行事的董事姓名或名稱。
15. 請填報個人董事的住宅地址。如屬海外地址，請同時填報「國家」一欄。「轉交」地址及郵政信箱號碼恕不接受。
16. 請提供董事的電郵地址以方便聯絡(屬自願提供的資料)。如電郵地址其後有任何更改，請以表格 D2B 通知公司註冊處。
17. 請填報個人董事的香港身份證號碼。如該人並非香港身份證持有人，請填報其所持護照的號碼及簽發國家。如該人既非香港身份證持有人，亦沒有任何國家的護照，則請在有關的空格內填「無」。
18. 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。如屬海外地址，請同時填報「國家」一欄。「轉交」地址及郵政信箱號碼恕不接受。

NOTIFICATION OF FIRST SECRETARY AND DIRECTOR

Required by Companies Ordinance (Cap. 32)

Section 158(4) & (4A)

Notes for Completion of Form D1

Introduction

1. Every company (not being a private company) incorporated in Hong Kong must have a Secretary and at least two Directors, one of whom may be the Secretary.
2. Every private company incorporated in Hong Kong must have a Secretary and at least one Director. A sole Director of a private company shall not also be the Secretary of the company.
3. (a) When a company appoints its Secretary or Joint Secretary ('Secretary') and Director(s) (including the appointment of an Alternate Director but excluding the nomination of a Reserve Director) for the first time after incorporation, it must notify the Registrar of Companies of the particulars of such office bearers within 14 days of their appointment. This form should be used for this purpose.

(b) Where a private company has only one member and that member is also the sole director (other than a body corporate) of the company, the company may in general meeting, notwithstanding anything in its articles, nominate a person 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. Please use Form D5 to report the nomination or cessation of nomination of a Reserve Director.
4. A newly appointed Director must sign a 'Consent to act as Director or Alternate Director' Form D3, which must be attached to this form.
5. Please fill in all particulars and complete all items consistently in either Chinese **OR** English. In the case of Chinese, traditional Chinese characters should be used. Please note that handwritten forms will be rejected by the Companies Registry.
6. 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.

Signature

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

Secretary (Sections 2A & 2B)

8. Please provide the **residential** address of an individual Secretary in **Hong Kong**. An overseas address, 'care of' address or post office box number is not acceptable.
9. Please supply the e-mail address of the Secretary, on a voluntary basis, to facilitate electronic communication. If there is any subsequent change in the e-mail address, it would be appreciated if you would notify the Companies Registry by completing Form D2B.
10. The Hong Kong Identity Card number, or in the absence of which, the number and issuing country of the passport of an individual Secretary should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'NIL' in the boxes provided.
11. No private company having only one director shall have as secretary of the company a body corporate the sole director of which is the sole director of the private company.
12. If the appointed Secretary is a firm, please state the name of the firm in the box for name of Corporate Secretary.

13. If the Secretary is a body corporate, the address of its registered or principal office in ***Hong Kong*** should be given. An overseas address, 'care of' address or post office box number is not acceptable.

Director (Sections 3A & 3B)

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. Please provide the ***residential*** address of an individual Director. If an overseas address is given, please also complete the box for 'Country'. 'Care of' addresses and post office box numbers are not acceptable.
16. Please supply the e-mail address of the Director, on a voluntary basis, to facilitate electronic communication. If there are any subsequent changes in the e-mail addresses, it would be appreciated if you would notify the Companies Registry by completing Form D2B.
17. The Hong Kong Identity Card number, or in the absence of which, the number and issuing country of the passport of an individual Director should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'NIL' in the boxes provided.
18. If the Director is a body corporate, the address of its registered or principal office should be given. If an overseas address is given, please also complete the box for 'Country'. 'Care of' addresses and post office box numbers are not acceptable.



公司註冊處
Companies Registry

出任董事或候補董事職位同意書

Consent to Act as Director or Alternate Director

(公司條例第 158(5)條)
(Companies Ordinance s. 158(5))

表格
Form **D3**

重要事項 Important Note

- 請用黑色墨水列印。
Please print in black ink.

公司編號 Company Number

公司名稱 Company Name

本人
I,

同意出任上述公司的
consent to act as the above company's

(請填報姓名 Please state full name)

請在有關空格內加 ✓ 號 Please tick the relevant box(es)

董事，
Director

候補董事，
Alternate Director

代替 Alternate to

(請填報獲代替行事的董事姓名或名稱 Please state full name of the principal director)

生效日期為
with effect from

日 DD	月 MM	年 YYYY

，並確認本人已年滿十八歲。
，and confirm that I have attained the age of 18 years.

簽署 Signed : _____

日期 Date : _____

日 DD / 月 MM / 年 YYYY

提交人的資料 Presentor's Reference

姓名 Name:

地址 Address:

電話 Tel:

傳真 Fax:

電郵地址 E-mail Address:

檔號 Reference:

指明編號 2/2004 (修訂) (2004 年 2 月)
Specification No. 2/2004 (Revision) (Feb. 2004)

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公司註冊處
Companies Registry

秘書及董事辭職通知書

Notification of Resignation of Secretary and Director

(公司條例第 157D(2)條但書)
(Companies Ordinance s. 157D(2) Proviso)

表格
Form **D4**

重要事項 Important Notes

- 填表前請參閱〈填表須知〉。
請用黑色墨水列印。
- Please read the accompanying notes before completing this form.
Please print in black ink.

公司編號 Company Number

1 公司名稱 Company Name

2 辭職秘書／董事的資料 Particulars of the Resigning Secretary／Director

請在有關空格內加 ✓ 號 Please tick the relevant box(es)

(註 Note 5)

身份 Capacity	<input type="checkbox"/> 秘書 Secretary	<input type="checkbox"/> 董事 Director	<input type="checkbox"/> 候補董事 Alternate Director	代替 Alternate to
				<input type="text"/>

個人秘書／董事的姓名 Name of Individual Secretary／Director

<input type="text"/>	<input type="text"/>	<input type="text"/>
中文姓名 Name in Chinese	英文姓氏 Surname in English	英文名字 Other Names in English

(註 Note 6)

身份證明 Identification	<input type="text"/>	<input type="text"/>
	香港身份證號碼 HK Identity Card Number	海外護照號碼 Overseas Passport Number

或 OR

(註 Note 7)

法人團體秘書／董事的中文及英文名稱 Chinese and English Names of Corporate Secretary／Director

辭職日期
Date of Resignation

<input type="text"/>	<input type="text"/>	<input type="text"/>
日 DD	月 MM	年 YYYY

(註 Note 8)

請述明上述離任董事／候補董事在離任日期後，是否繼續擔任公司的
候補董事／董事職位 是 Yes
Please indicate whether the Director／Alternate Director ceasing to act will
continue to hold office as Alternate Director／Director in the Company after 否 No
the date of cessation

(註 Note 3)

提交人的資料 Presenter's Reference

姓名 Name:

地址 Address:

電話 Tel:

傳真 Fax:

電郵地址 E-mail Address:

檔號 Reference:

指明編號 2/2004 (修訂) (2004年2月)
Specification No. 2/2004 (Revision) (Feb. 2004)

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公司條例(香港法例第 32 章)
第 157D(2)條但書規定提交的
秘書及董事辭職通知書

填表須知 — 表格 D4

附註

引言

1. (a) 辭職的秘書或董事(包括候補董事但不包括備任董事)如有合理的理由相信公司不會就其辭職一事以表格 D2A 通知公司註冊處處長，須自行以本表格通知處長。
(b) 辭職的備任董事如有合理的理由相信公司不會就其辭職一事以表格 D5 通知公司註冊處處長，須自行以表格 D8 通知處長。
2. 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。公司註冊處不接納手寫的表格。
3. 請填報提交人的資料。除非有特別事項需要公司註冊處注意，否則毋須另加附函。

簽署

4. 本表格必須由辭職的秘書或董事簽署，公司註冊處不接納未簽妥的表格，並會退回提交人。

辭職秘書／董事的資料 (第 2 項)

5. 請述明辭職者的身份。如屬候補董事，請註明獲代替行事的董事姓名或名稱。
6. 請填報辭職的個人秘書或董事已在公司註冊處登記的香港身份證號碼或海外護照號碼，以方便本處識別身份。如該項資料未曾在本處登記，請在有關的空格內填「無」。
7. 如辭職秘書為一商號，請在供法人團體秘書填報名稱的空格內填上商號名稱。
8. 請述明董事或候補董事在離任後，是否仍然擔任其他董事(包括候補董事)職位。如申報秘書離任，則毋須填報此項。

辭職通知 (第 3 項)

9. 如公司的秘書或董事須按公司的章程細則或其與公司所訂立的任何協議的規定發出辭職通知，則除非該人已按《公司條例》第 157D(3)(a)條發出通知，否則辭職不具效力。

NOTIFICATION OF RESIGNATION OF SECRETARY AND DIRECTOR

Required by Companies Ordinance (Cap. 32)

Section 157D(2) Proviso

Notes for Completion of Form D4

Introduction

- (a) The resigning Secretary or Director (including an Alternate Director but excluding a Reserve Director) should use this form to notify the Registrar of Companies of his or her or its resignation if there are reasonable grounds for believing that the company will not give such notification to the Registrar by a Form D2A.

(b) The resigning Reserve Director should use Form D8 to notify the Registrar of Companies of his or her resignation if there are reasonable grounds for believing that the company will not give such notification to the Registrar by a Form D5.
- Please fill in all particulars and complete all items consistently in either Chinese **OR** English. In the case of Chinese, traditional Chinese characters should be used. Please note that handwritten forms will 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.

Signature

- This form must be signed by the resigning Secretary or Director. A form which is not properly signed will be rejected by the Companies Registry.

Particulars of the Resigning 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.
- If the resigning individual Secretary or Director has registered the particulars in respect of his or her Hong Kong Identity Card number or overseas passport number with the Companies Registry, please provide such number for identification purposes. If no such particulars have been registered, please state 'NIL' in the boxes provided.
- If the Secretary which has resigned is a firm, please state the name of the firm in the box for name of Corporate Secretary.
- 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 Secretary.

Notice of Resignation (Section 3)

- Please note that where notice of resignation of the Secretary or Director is required to be given by the articles of the company or by any agreement with the company, the resignation shall have no effect unless such notice has been given in accordance with section 157D(3)(a) of the Companies Ordinance.



公司註冊處
Companies Registry

不營運私人公司撤銷註冊申請書
Application for Deregistration of
a Defunct Private Company

(公司條例第 291AA 條)
(Companies Ordinance s.291AA)

表格
Form DR1

重要事項 Important Notes

- 填表前請參閱《填表須知》。
請用黑色墨水列印。
- Please read the accompanying notes before completing this form.
Please print in black ink.

公司編號 Company Number

1 公司名稱 Company Name

2 申請人證明書 Certification by Applicant

A. 申請人的身份 Capacity of Applicant

此撤銷註冊的申請是由以下人士作出 -

This application for deregistration is made by the following person -

請在有關空格內加 ✓ 號 Please tick the relevant box

- 該公司 the company
- 該公司的董事 a director of the company
- 該公司的成員 a member of the company

(註 Note 5)

提交人的資料 Presentor's Reference

請勿填寫本欄 For Official Use

姓名 Name:

地址 Address:

電話 Tel:

傳真 Fax:

電郵地址 E-mail Address:

檔號 Reference:

指明編號 2/2004(修訂)(2004年2月)
Specification No. 2/2004 (Revision) (Feb. 2004)