

# Common Reasons for Returning Specified Forms for Correction

Ms Agnes Wong  
Deputy Registry Manager (Registration)

22 November 2024



公司註冊處  
COMPANIES REGISTRY




- **General problems which apply to all specified forms**
  - **Business Registration Number**
  - **Layout and format of specified forms**
- **Incorrect format - NAR1**
- **Incorrect format - NSC1**
- **Incorrect format - ND2A & ND2B**



# General problems which apply to all specified forms (1)

## Incorrect Business Registration Number (BRN)

### Sample of error

  
公司註冊處  
Companies Registry

周年申報表  
Annual Return

表格  
Form **NAR1**

商業登記號碼  
Business Registration Number

12346578-000

註 Note  
1 公司名稱 Company Name

### Sample of error

大廈  
Building ABC BUILDING

街道／屋苑／地段／村等  
Street／Estate／Lot／Village etc. 1888 KING'S ROAD

區  
District

地區  
Region 香港／HONG KONG

17 電郵地址  
Email Address

19 商業登記號碼 Business Registration Number 12345678-000



**Advice: First 8 digits of BRN only**

# General problems which apply to all specified forms (2)

## Incorrectly merging the different boxes for the structured address format into one large box



### Sample of error

**Date to which this Return is Made Up**  /  /   
日 DD 月 MM 年 YYYY

11 5 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)  
 /  /  至  /  /   
日 DD 月 MM 年 YYYY To 日 DD 月 MM 年 YYYY

12 6 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  
etc.

區  
District

地區  
Region

Flat 123, 12/F., ABC BUILDING,  
1000 QUEEN'S ROAD CENTRAL, HONG KONG

香港 / HONG KONG

3 提交人資料 **Presenter's Reference** 請勿填寫本欄 **For Official Use**  
姓名 / 名稱 Name:  
地址 Address:

### Correct Format

12 6 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  
etc.

區  
District

地區  
Region

香港 / HONG KONG

**Advice: X Merge the address boxes into one large box**

# General problems which apply to all specified forms (3)

QR code affixed on the form is altered or removed, or extra QR code(s) is /are added to the form

## Samples of error

Annual Return Form NAR1

Missing

Annual Return Form NAR1

Extra QR code added for presenter's own use

## Correct Format

Annual Return Form NAR1

**Advice: X Remove / Add any extra QR code**



# General problems which apply to all specified forms (4)

## The form contains pages of mixed versions



3 提交人資料 **Presenter'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:

附屬 Reference:

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

Page 1 with Specification No. 1/2023 (December 2023) ✓

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

第二頁 Page 2

Page 2 with Specification No. 1/2023 (December 2023) ✓

Email Address

公司編號 Company Number

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

第三頁 Page 3

Page 3 with Specification No. 1/2022 (October 2022) ✗




# Incorrect format - NAR1

- (i) Inconsistency in the Business Nature reported
- (ii) Superfluous symbol is added to the number or amount of shares
- (iii) Incorrect number of pages of Continuation Sheet(s)
- (iv) Inconsistency in the total number of shares reported in different sections and schedules
- (v) Missing number of shares held by a shareholder
- (vi) Inconsistency between the total number of issued shares in a class and the sum of the number of shares held by all shareholders in that class
- (vii) “Name in English” of natural person shareholder is incorrectly stated in the box for “Name in English” of non-natural person shareholder
- (viii) Remarks regarding share transfer are stated in the wrong place
- (ix) Incorrect indication that shares are jointly held

# (i) Inconsistency in Business Nature reported [Section 3 of P. 1 of Form NAR1]



## Sample of error



公司註冊處  
Companies Registry

周年申報表  
Annual Return

表格  
Form **NAR1**

商業登記號碼  
Business Registration Number

88888888

註 Note

1 公司名稱 **Company Name**  
GREAT RICH SUCCESS LIMITED 大展鴻圖有限公司

2 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 ✓ 號 Please tick the relevant box

私人公司  公眾公司  擔保有限公司  
Private company Public company Company limited by guarantee

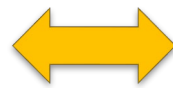
9 經營業務性質 **Business Nature**

編碼 Code	描述 Description
✗	Restaurant ✗

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

24	01	2024
日 DD	月 MM	年 YYYY

5 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**  
(私人公司無須填報此項 A private company needs not complete this section)



053	郵政及速遞活動	Postal and courier activities
I	<b>住宿及膳食服務活動</b> Accommodation and food service activities	本行業包括提供短期性住宿服務予旅客，及餐飲服務予顧客即時享用。 This Industry includes the provision of short-stay accommodation for visitors and other travellers and the provision of complete meals and drinks fit for immediate consumption.
055	短期住宿活動	Short term accommodation activities
056	餐飲服務活動	Food and beverage service activities
J	<b>資訊及通訊</b> Information and communications	本行業包括資訊與文化產品的製作及發行，以及提供傳送或發行這些產品及資料的方法，亦包括廣播、通訊、資訊科技活動、資料處理及其他資訊服務活動。 This Industry includes the production and distribution of information and cultural products, the provision of the means to transmit or distribute these products as well as data. Also included are broadcasting, communications and information technology activities, as well as the processing of data and other information service activities.
058	出版活動	Publishing activities



## Advice: List of Code and Description of Business Nature

[https://www.cr.gov.hk/en/companies\\_ordinance/docs/revised/List\\_of\\_buz\\_nature.pdf](https://www.cr.gov.hk/en/companies_ordinance/docs/revised/List_of_buz_nature.pdf)



**(ii) Superfluous symbol is added to the number or amount of shares**  
[Section 11 on P. 2 of Form NAR1]

**Sample of error**

**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				
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	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
Ordinary	HKD	<del>×100×</del>	<del>×100×</del>	<del>×100×</del>
總數 Total	HKD	<del>×100×</del>	<del>×100×</del>	<del>×100×</del>



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

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**Advice:**

**Numeric figures:**

- ✓ 100
- ✓ 1000

**Don't add any superfluous symbol to the figures:**

- ✗ -100-
- ✗ 100@
- ✗ \$100



(iii) Incorrect number of pages of Continuation Sheet(s)  
[P. 8 of Form NAR1]

members of the company.

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.

本申報表包括下列續頁/附表 This Return includes the following Continuation Sheet(s)/Schedule(s)

頁數 Number of pages	續頁 Continuation Sheet(s)					附表一 Schedule 1	附表二 Schedule 2
	A	B	C	D	E		
		1					

While "1" page of **Continuation Sheet B** is reported here, 1 page of **Continuation Sheet C** is actually attached to the form instead of a Continuation Sheet B



**Advice:** Please ensure that the number of pages of Continuation Sheet(s) attached to the form is stated in the correct box(es) provided

**(iv) Inconsistency in the total number of shares reported in different sections and schedules**  
[Section 11 on P. 2 of Form NAR1 and Schedule 1 / Schedule 2 of Form NAR1]

**Sample of error**

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				
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	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
Ordinary	HKD	100	100	100
總數 Total	HKD	100	100	100

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

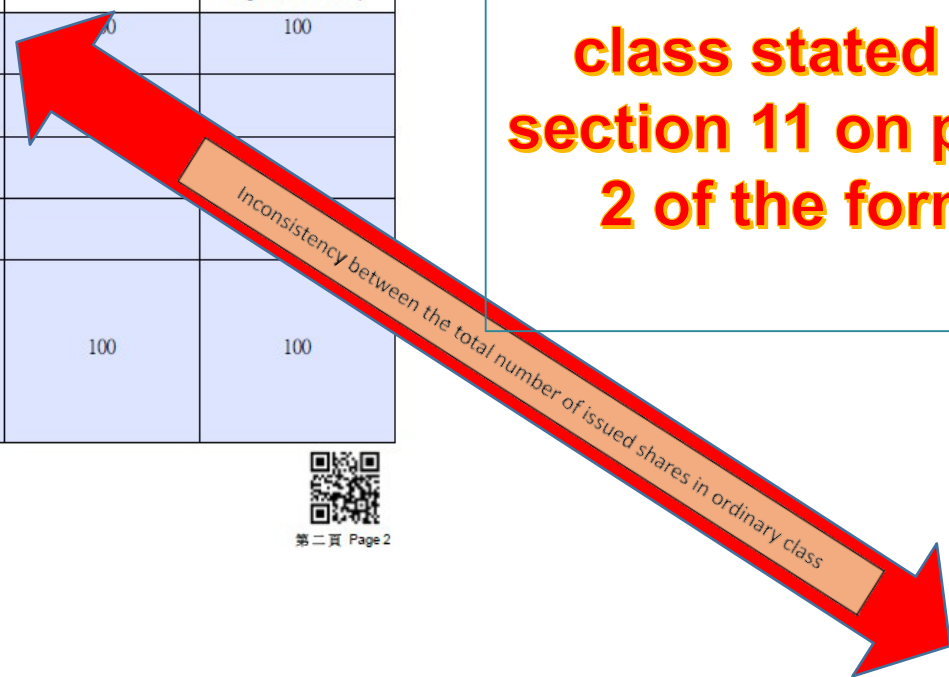
QR Code  
 第二頁 Page 2

**Advice:**

The total number of shares in a class stated in section 11 on page 2 of the form

=

The total number of shares in the same class stated in Schedule 1 / Schedule 2 of the form



表格 Form **NAR1**

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  
 27 12 2023  
 日 DD 月 MM 年 YYYY

商業登記號碼  
 Business Registration Number  
 12345678

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報此頁。如超過兩名成員，或超過一類股份，可另加附表一。另外，公司可選擇以電腦光碟或電腦可讀多媒體光碟提供成員詳情。  
 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 CD-ROM or DVD-ROM.)  
 截至本申報表的結算日期的成員詳情 Particulars of Member(s) as at the Date to which this Return is Made Up

股份類別 Class of Shares: Ordinary  
 此類別股份的已發行總數 Total Number of Issued Shares in this Class: 10000  
 1 中文姓名 / 名稱 Name in Chinese: 陳大文  
 持有股份數目 No. of Shares Held: [ ]

# (v) Missing number of shares held by a shareholder [Schedule 1 / Schedule 2 of Form NAR1]

## Sample of error

表格 Form	<b>NAR1</b>	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	商業登記號碼 Business Registration Number		
27 12 2023 日 DD 月 MM 年 YYYY	12345678		
<b>30</b> 非上市公司的成員詳情(第 14 項) Particulars of Member(s) of a Non-listed Company (Section 14) <b>33</b> (有股本的非上市公司可填報此頁。如超過兩名成員，或超過一類股份，可另加附表一。另外，公司可選擇以唯讀光碟或唯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 CD-ROM or DVD-ROM.) 截至本申報表的結算日期的成員詳情 Particulars of Member(s) as at the Date to which this Return is Made Up			
股份類別 Class of Shares	Ordinary	此類別股份的已發行總數 Total Number of Issued Shares in this Class	10000
1 中文姓名/名稱 Name in Chinese	陳大文		持有股份數目 No. of Shares Held
英文姓名 Name in English	CHAN	Tai Man	
或 OR 英文名稱 Name in English	姓氏 Surname	名字 Other Names	<input type="checkbox"/> 股份是聯名持有 Shares are Jointly Held (如適用，請加✓號 Please tick if applicable.)
地址 Address	室/樓/座等 Flat/Floor/Block etc.	Flat A, 35/F.,	
	大廈 Building	ABD Building	
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.	2000 King's Road	
	區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.	Quarry Bay	
	國家/地區 Country/Region	Hong Kong	
<b>33</b> 備註* Remarks*			

\*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.

# Advice:

Please ensure that the number of shares held by each and every shareholder has been completed.



(vi) Inconsistency between the total number of issued shares in a class and the sum of the number of shares held by all shareholders in that class [Schedule 1 of Form NAR1]

**Sample of error**

表格 Form **NAR1** (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: 27 12 2023 (日 DD 月 MM 年 YYYY)

商業登記號碼 Business Registration Number: 12345678

**非上市公司的成員詳情 (第 14 項) Particulars of Member(s) of a Non-listed Company (Section 14)**

30 32 非上市的上市公司可填報此頁。如超過兩名成員，或超過一類股份，可另加附表一。另外，公司可選擇以電腦光碟或磁碟機等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 CD-ROM or DVD-ROM.) 截至本申報表的結算日期的成員詳情 Particulars of Member(s) of the Date to which this Return is Made Up.

股份類別 Class of Shares	Ordinary	此類別股份的已發行總數 Total Number of Issued Shares in this Class	10000
1 中文姓名/名稱 Name in Chinese	陳大文		持有股份數目 No. of Shares Held
英文姓名 Name in English	CHAN	TAI MAN	10
或 OR	姓氏 Surname	名字 Other Names	
英文名稱 Name in English			股份是聯名持有 Shares are Jointly Held (如適用，請加 / 號 Please tick if applicable.)
地址 Address	2000 KING'S ROAD		
區/市/省/州/郵遞區號等 District/City/Province/State/Postal Code etc.	HONG KONG		
備註* Remarks*	The sum of the number of shares held by all shareholders in ordinary class is not equal to the total number of shares in ordinary class		
2 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	姓氏 Surname	名字 Other Names	
或 OR	姓氏 Surname	名字 Other Names	
英文名稱 Name in English			股份是聯名持有 Shares are Jointly Held (如適用，請加 / 號 Please tick if applicable.)

**Advice:**

Please ensure that the total number of issued shares in a class as stated in Schedule 1 is equal to the sum of the number of shares held by all shareholders in that class.



(vii) “Name in English” of natural person shareholder is incorrectly stated in the box for “Name in English” of non-natural person shareholder

[Schedule 1 / Schedule 2 of Form NAR1]

Sample of error

**Advice:**

**For natural person shareholder, please state his/her surname and other names in the respective boxes provided.**



表格 Form **NAR1** 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: 27 12 2023 (日 DD 月 MM 年 YYYY)

商業登記號碼 Business Registration Number: 12345678

30 非上市公司的成員詳情 (第 14 項) Particulars of Member(s) of a Non-listed Company (Section 14)

30 (有股本的非上市公司可填報此頁。如超過兩名成員，或超過一類股份，可另加附表一。另外，公司可選擇以唯讀光碟或唯讀碟等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 CD-ROM or DVD-ROM.)

截至本申報表的結算日期的成員詳情 Particulars of Member(s) as at the Date to which this Return is Made Up

股份類別 Class of Shares	Ordinary	此類別股份的已發行總數 Total Number of Issued Shares in this Class	10000
1 中文姓名 / 名稱 Name in Chinese	陳大文		持有股份數目 No. of Shares Held
英文姓名 Name in English	姓氏 Surname	名字 Other Names	10
或 OR	CHAN TAI MAN		<input type="checkbox"/> 股份是聯名持有 Shares are Jointly Held
英文名稱 Name in English			(如適用，請加 / 號 Please tick if applicable.)
地址 Address	室 / 樓 / 座等 Flat / Floor / Block etc.	FLAT A 35/F	
	大廈 Building	ABC BUILDING	
	街道 / 屋苑 / 地段 / 村等 Street / Estate / Lot / Village etc.	2000 KING'S ROAD	
	區 / 市 / 省 / 州 / 郵遞區號等 District / City / Province / State / Postal Code etc.		

# (viii) Remarks regarding share transfer are stated in the wrong place

## [Schedule 1 of Form NAR1]

### Sample of error



表格 Form	<b>NAR1</b>	附表一 Schedule 1
(非上市公司適用 FOR NON-LISTED COMPANY)		商業登記號碼 Business Registration Number
本申報表的結算日期 Date to which this Return is Made Up		12345678
27	12	2023
日 DD	月 MM	年 YYYY

**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報此頁。如報備兩名成員，或超過一類股份，可另加附表一。另外，公司可選擇以電腦光碟或電腦驅動碟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 CD-ROM or DVD-ROM.)  
截至本申報表的結算日期的成員詳情 Particulars of Member(s) as at the Date to which this Return is Made Up

股份類別 Class of Shares	Ordinary	此類別股份的已發行總數 Total Number of Issued Shares in this Class	10000
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1 中文姓名 / 名稱  
Name in Chinese 陳大文 持有股份數目  
No. of Shares Held 10000

英文姓名  
Name in English CHAN Tai Man

或 OR 姓氏 Surname 名字 Other Names

英文名稱  
Name in English

地址 室 / 樓 / 座等  
Address Flat / Floor / Block etc. Room 1302, ZZZ Tower

大廈  
Building

街道 / 屋苑 / 地段 / 村等  
Street / Estate / Lot / Village etc. 3333 Queen's Street

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

國家 / 地區  
Country / Region Hong Kong

備註\*  
Remarks

2 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 Surname 名字 Other Names

英文名稱  
Name in English

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

備註\*  
Remarks\* 1,000 shares were transferred from Wong Tai Man on 01/01/2023.

\*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.

**Advice:**  
Please ensure that the remarks regarding a shareholder are stated in the correct "Remarks" box for that shareholder.

**(ix) Incorrect indication that shares are jointly held**  
[Schedule 1 / Schedule 2 of Form NAR1]

**Advice:**

(i) Shares that are jointly held refers to the shares held by a person jointly with one or more persons. Please refer to the Register of Members of the company to identify whether the shareholders are joint shareholders.

(i) As to how to fill in particulars of joint shareholders, please refer to Example 6 in the “Examples on how to complete Schedule 1 (Particulars of Member(s) of a Non-listed Company) and Schedule 2 (Particulars of Member(s) of a Listed Company) to Form NAR1” which is available on the Companies Registry’s website (www.cr.gov.hk) under the “Forms > Specified Forms” section.



表格 Form **NAR1** (非上市公司適用 FOR NON-LISTED COMPANY)

附表一 Schedule 1  
 商業登記號碼 Business Registration Number: 12345678

本申報表的結算日期 Date to which this Return is Made Up: 27 12 2023 (日 DD 月 MM 年 YYYY)

**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報此頁。如超過兩名成員，或超過一類股份，可另加附表一。另外，公司可選擇以電腦光碟或磁碟圖檔等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 CD-ROM or DVD-ROM.)  
 截至本申報表的結算日期的成員詳情 Particulars of Member(s) as at the Date to which this Return is Made Up

股份類別 Class of Shares	Ordinary	此類別股份的已發行總數 Total Number of Issued Shares in this Class	10000
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1 中文姓名/名稱 Name in Chinese: 陳大文

英文姓名 Name in English: CHAN TAI MAN  
 或 OR 姓氏 Surname: CHAN 名字 Other Names: TAI MAN

英文名稱 Name in English: [Blank]

地址 Address: 室/樓/座等 Flat/Floor/Block etc.: FLAT A 35/F  
 大廈 Building: ABC BUILDING  
 街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.: 2000 KING'S ROAD  
 區/市/省/州/郵政區號等 District/City/Province/State/Postal Code etc.: [Blank]  
 國家/地區 Country/Region: HONG KONG

備註\* Remarks\*: [Blank] (Note: Remarks are missing in case these 10 shares are jointly held by CHAN TAI MAN and MAY CHOW.)

2 中文姓名/名稱 Name in Chinese: 周美美

英文姓名 Name in English: CHOW MAY  
 或 OR 姓氏 Surname: CHOW 名字 Other Names: MAY

英文名稱 Name in English: [Blank]

地址 Address: 室/樓/座等 Flat/Floor/Block etc.: FLAT C 42/F  
 大廈 Building: XYZ BUILDING  
 街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.: 1000 QUEEN'S ROAD CENTRAL  
 區/市/省/州/郵政區號等 District/City/Province/State/Postal Code etc.: CENTRAL  
 國家/地區 Country/Region: HONG KONG

持有股份數目 No. of Shares Held: 10  
 股份是聯名持有 Shares are Jointly Held (如適用，請加✓號 Please tick if applicable.)

NIL should be stated.





# Incorrect format - NSC1

- (i) Incorrect “Amount Paid or Regarded as Paid on Each Share” reported in Section 4A
- (ii) Incorrect “Total Shares Allotted for this Class” reported in Schedule 2

# (i) Incorrect "Amount Paid or Regarded as Paid on Each Share" reported in Section 4A

## Sample of error

**CR** 股份配發申報書  
Return of Allotment

公司註冊處  
Companies Registry

表格  
Form **NSC1**

商業登記號碼  
Business Registration Number  
12345678

1 公司名稱 Company Name  
ABC Limited

2 配發股份的日期 Date of Allotment  
由 From 01 01 2024 至 To

3 是次股份配發的總款額 Totals of this Allotment  
請在適用的空格內加上 ✓ 號 Please tick the relevant box  
 上述公司的已發行股本因是次配發股份而增加的款額如下:  
As a result of this allotment, the company's issued share capital is increased by the following amount:

貨幣單位 Currency	款額 Amount
HKD	1000

上述公司的已發行股本並未因是次配發股份而增加(在此情況不用申報第 4 項)  
The company's issued share capital is not increased as a result of this allotment. (No need to complete Section 4 in this situation)

4 配發股份的詳情 Details of Shares Allotted  
A. 以金錢代價配發的股份 Shares Allotted for Cash Consideration

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
Ordinary	HKD	1000	1000	0

## Correct sample

complete Section 4 in this situation)

4 配發股份的詳情 Details of Shares Allotted  
A. 以金錢代價配發的股份 Shares Allotted for Cash Consideration

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 Share 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
Ordinary	HKD	1000	1	0

提交人資料 Presenter's Reference 請勿填寫本欄 For Official Use

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



# (ii) Incorrect "Total Shares Allotted for this Class" reported in Schedule 2

## Sample of error

Total number allotted in Schedule 2 not matched with Section 4A on page 1

## Correct sample

complete Section 4 in this situation)

### 4 配發股份的詳情 Details of Shares Allotted

#### A. 以金錢代價配發的股份 Shares Allotted for Cash Consideration

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
Ordinary	HKD	1000	1	0

提交人資料 Presenter's Reference

請勿填寫本欄 For Official Use

表格 Form **NSC1**

附表二 Schedule 2

商業登記號碼  
Business Registration Number  
12345678

#### 獲配發股份者的詳情 (第 5 項) Details of Allottee(s) (Section 5)

(如超過兩名獲配發股份者或配發的股份超過一種類別，可另加附表二。另外，公司可選擇以唯讀光碟或唯讀型數碼多功能光碟提供獲配發股份者的詳情。 If there are more than 2 allottees, or if there is more than one class of shares, please use additional Schedule 2. Alternatively, the company can choose to provide details of allottees in the form of CD-ROM or DVD-ROM.)

股份類別 Class of Shares: Ordinary  
配發此類別股份的總數 Total Shares Allotted for this Class: 11000

1 中文姓名/名稱 Name in Chinese: [Blank]  
英文姓名 Name in English: Chan Tai Man  
或 OR  
英文名稱 Name in English: [Blank]  
獲配發股份的數目 No. of Shares Allotted: 11000

地址 Address: Flat A, 35/F  
大廈 Building: ABD Building  
街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.: 2000 King's Road  
區/市/省/州/郵遞區號等 District/City/Province/State/Postal Code etc.: [Blank]  
國家/地區 Country/Region: Hong Kong

complete Section 4 in this situation)

### 4 配發股份的詳情 Details of Shares Allotted

#### A. 以金錢代價配發的股份 Shares Allotted for Cash Consideration

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
Ordinary	HKD	1000	1	0

提交人資料 Presenter's Reference

請勿填寫本欄 For Official Use

表格 Form **NSC1**

附表二 Schedule 2

商業登記號碼  
Business Registration Number  
12345678

#### 獲配發股份者的詳情 (第 5 項) Details of Allottee(s) (Section 5)

(如超過兩名獲配發股份者或配發的股份超過一種類別，可另加附表二。另外，公司可選擇以唯讀光碟或唯讀型數碼多功能光碟提供獲配發股份者的詳情。 If there are more than 2 allottees, or if there is more than one class of shares, please use additional Schedule 2. Alternatively, the company can choose to provide details of allottees in the form of CD-ROM or DVD-ROM.)

股份類別 Class of Shares: Ordinary  
配發此類別股份的總數 Total Shares Allotted for this Class: 1000

1 中文姓名/名稱 Name in Chinese: [Blank]  
英文姓名 Name in English: Chan Tai Man  
或 OR  
英文名稱 Name in English: [Blank]  
獲配發股份的數目 No. of Shares Allotted: 1000





## Incorrect format – Forms ND2A & ND2B

- (i) Missing Date of Cessation of Appointment / Date of Appointment
- (ii) Incorrectly stating the Partial Number of Hong Kong Identity Card / Passport
- (iii) Reporting non-passport information in passport field
- (iv) Missing number of pages of PI Sheets included in the Form
- (v) Reporting “Usual Residential Address of Director / Alternate Director” of newly appointed company secretary
- (vi) Mismatching information on Main Form and PI-ND2A Sheet
- (vii) Completing information in PI-ND2B Sheet where there is no change of particular of the officer



## (ii) Incorrectly stating the Partial Number of Hong Kong Identity Card / Passport (1)

### Sample of error 1

State extra digit of HKID no.

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

姓氏  
Surname

名字  
Other Names

身分識別  
Identification

A 1 2 3 \* \* \* ( \* )

香港身分證部分號碼  
Partial Number of Hong Kong Identity Card

護照部分號碼  
Partial Number of Passport

或 OR

### Correct sample 1

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

A 1 2 3 \* \* \* ( \* )

香港身分證部分號碼  
Partial Number of Hong Kong Identity Card

護照部分號碼  
Partial Number of Passport

或 OR

### Sample of error 2

State all the alphabets and first two digits only

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  
Name in English

姓氏  
Surname

名字  
Other Names

身分識別  
Identification

A A 1 2 \* \* \* ( \* )

香港身分證部分號碼  
Partial Number of Hong Kong Identity Card

護照部分號碼  
Partial Number of Passport

或 OR

### Correct sample 2

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  
Name in English

姓氏  
Surname

名字  
Other Names

身分識別  
Identification

A A 1 2 3 \* \* \* ( \* )

香港身分證部分號碼  
Partial Number of Hong Kong Identity Card

護照部分號碼  
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)

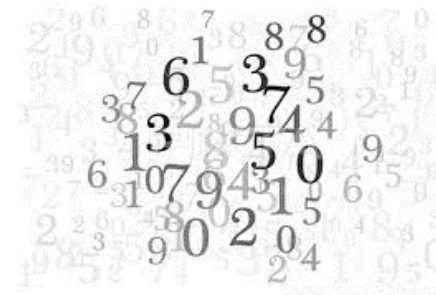
## (ii) Incorrectly stating the Partial Number of Hong Kong Identity Card / Passport (2)

### Sample of error 3

Full Number of Passport is incorrectly stated in Partial Number of Passport

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	姓氏 Surname	WONG		
	名字 Other Names	TAI MAN		
身分識別 Identification		* * *	(*)	A12345678
	香港身分證部分號碼 Partial Number of Hong Kong Identity Card	護照部分號碼 Partial Number of Passport		



### Correct sample 3

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	姓氏 Surname	WONG		
	名字 Other Names	TAI MAN		
身分識別 Identification		* * *	(*)	A1234
	香港身分證部分號碼 Partial Number of Hong Kong Identity Card	護照部分號碼 Partial Number of Passport		

# (ii) Incorrectly stating the Partial Number of Hong Kong Identity Card / Passport (3)

## Sample of error 4

**Page 2 of Form ND2A**

通訊地址 Correspondence Address  
 室/樓/座等 Flat/Floor/Block etc. FLAT A 35/F  
 大廈 Building ABC BUILDING  
 街道/屋苑/地段/村等 Street/Estate/Lot/Village etc. 2000 KING'S ROAD  
 區/市/省/州/郵遞區號等 District/City/Province/State/Postal Code etc.  
 國家/地區 Country/Region HONG KONG

電郵地址 Email Address

身分識別 Identification  
 (a) 香港身分證部分號碼 Partial Number of Hong Kong Identity Card \* \* \* ( \* )  
 (b) 護照 Issuing Country/Region CHINA  
 部分號碼 Partial Number B12345

信託或公司服務提供者牌照 Trust or Company Service Provider Licence 只適用於公司秘書 Only applicable to company secretary

For this sample, the correct "Partial Number" is "B1234" instead of "B12345"

## Correct sample 4

國家/地區 Country/Region HONG KONG

電郵地址 Email Address

身分識別 Identification  
 (a) 香港身分證部分號碼 Partial Number of Hong Kong Identity Card \* \* \* ( \* )  
 簽發國家/地區 Issuing Country/Region CHINA  
 部分號碼 Partial Number B1234

務提供者牌照 Trust or Company Service Provider Licence 只適用於公司秘書 Only applicable to company secretary  
 應用的空格內加上 ✓ 號 Please provide the licence no. or tick the relevant box  
 無須領有牌照  原因 Reason:



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  
 英文姓名 Name in English  
 姓氏 Surname CHAN  
 名字 Other Names TAI MAN

身分識別 Identification  
 (a) 香港身分證(完整號碼) Hong Kong Identity Card (Full Number) ( )  
 (b) 護照 Issuing Country/Region CHINA  
 完整號碼 Full Number B12345678

PI-ND2A Sheet



# (iii) Reporting non-passport information in passport field



## Sample of error

## Correct sample

**Page 2 of Form ND2A**

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  
英文姓名 Name in English  
姓名 Surname: CHAN  
名字 Other Names: TAI MAN

前用姓名 Previous Names  
別名 Alias

通訊地址 Correspondence Address  
室/樓/座等 Flat/Floor/Block etc.: FLAT A 35/F  
大廈 Building: ABC BUILDING  
街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.: 2000 KING'S ROAD  
區/市/省/州/郵遞區號等 District/City/Province/State/Postal Code etc.:  
國家/地區 Country/Region: HONG KONG

電郵地址 Email Address

身分識別 Identification

(a) 香港身分證部分號碼 Partial Number of Hong Kong Identity Card: \* \* \* (\* )

(b) 護照 Passport  
簽發國家/地區 Issuing Country/Region: CHINA  
部分號碼 Partial Number: ID123456

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只適用於公司秘書 Only applicable to company secretary  
請填報牌照編號或在適用的空格內加上 ✓ 號 Please provide the licence no. or tick the relevant box

**PI-ND2A Sheet**

身分 Capacity  公司秘書 Company Secretary  董事 Director  候補董事 Alternate

中文姓名 Name in Chinese  
英文姓名 Name in English  
姓名 Surname: CHAN  
名字 Other Names: TAI MAN

身分識別 Identification

(a) 香港身分證(完整號碼) Hong Kong Identity Card (Full Number): ( )

(b) 護照 Passport  
簽發國家/地區 Issuing Country/Region: CHINA  
完整號碼 Full Number: ID12345678910112

Country/Region

電郵地址 Email Address

身分識別 Identification

(a) 香港身分證部分號碼 Partial Number of Hong Kong Identity Card: N i l \* \* \* (\* )

(b) 護照 Passport  
簽發國家/地區 Issuing Country/Region: Nil  
部分號碼 Partial Number: Nil

信託或公司服務提供者牌照 Trust or Company Service Provider Licence  
只適用於公司秘書 Only applicable to company secretary  
請填報牌照編號或在適用的空格內加上 ✓ 號 Please provide the licence no. or tick the relevant box

牌照編號 Licence No.  無須領有牌照 Not returned to  原因 Reason:

Name in English Surname: TAI MAN  
名字 Other Names: TAI MAN

身分識別 Identification

(a) 香港身分證(完整號碼) Hong Kong Identity Card (Full Number): N i l ( )

(b) 護照 Passport  
簽發國家/地區 Issuing Country/Region: Nil  
完整號碼 Full Number: Nil

## (iv) Missing number of pages of PI Sheets included in the Form

### Sample of error

董事(法人團體)的董事/公司秘書/獲授權人士  
Dire.../Company Secret.../Authorized Persc...of the Director (Body Corporate)\*

本通知書包括下列續頁/PI-ND2A頁 This Notice includes the following Continuation Sheet(s)/PI-ND2A Sheet(s)

續頁 Continuation Sheet(s)	A	B	C
PI-ND2A (不會供公眾查閱 NOT for Public Inspection)			
頁數 Number of pages	1	0	1



### 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。

## Correct sample

姓名 Name : \_\_\_\_\_

董事(法人團體)的董事/公司秘書/獲授權人士  
Direct.../Company Secretar.../Authorized Persc...of the Director (Body Corporate)\*

本通知書包括下列續頁/PI-ND2A頁 This Notice includes the following Continuation Sheet(s)/PI-ND2A Sheet(s)

續頁 Continuation Sheet(s)	A	B	C
PI-ND2A (不會供公眾查閱 NOT for Public Inspection)			
頁數 Number of pages	1	0	1

### 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。

# (v) Reporting "Usual Residential Address of Director / Alternate Director" of newly appointed company secretary

## Sample of error

### PI-ND2A

商業登記號碼  
Business Registration Number  
12345678

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

**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完整號碼。  
The full number 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完整號碼及通常住址。  
The full number of Hong Kong Identity Card or passport and usual residential address of the newly appointed director should be reported on this page.

(每一頁 PI-ND2A 只可填寫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 頁填寫。  
Each PI-ND2A sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-ND2A sheet(s).)

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

身分  
Capacity

公司秘書 Company Secretary  董事 Director  候補董事 Alternate Director

中文姓名  
Name in Chinese

英文姓名  
Name in English

姓氏 Surname CHAN

名字 Other Names TAI MAN

身分識別 Identification

(a) 香港身分證(完整號碼)  
Hong Kong Identity Card (Full Number) A 1 2 3 4 5 6 ( 7 )

(b) 護照  
Passport

簽發國家／地區  
Issuing Country / Region

完整號碼  
Full Number

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. FLAT A 35/F

大廈  
Building ABC BUILDING

街道／屋苑／地段／村等  
Street / Estate / Lot / Village etc. 2000 KING'S ROAD

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

國家／地區  
Country / Region HONG KONG

## Correct sample

### PI-ND2A

商業登記號碼  
Business Registration Number  
12345678

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

**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完整號碼。  
The full number 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完整號碼及通常住址。  
The full number of Hong Kong Identity Card or passport and usual residential address of the newly appointed director should be reported on this page.

(每一頁 PI-ND2A 只可填寫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 頁填寫。  
Each PI-ND2A sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-ND2A sheet(s).)

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

身分  
Capacity

公司秘書 Company Secretary  董事 Director  候補董事 Alternate Director

中文姓名  
Name in Chinese

英文姓名  
Name in English

姓氏 Surname CHAN

名字 Other Names TAI MAN

身分識別 Identification

(a) 香港身分證(完整號碼)  
Hong Kong Identity Card (Full Number) A 1 2 3 4 5 6 ( 7 )

(b) 護照  
Passport

簽發國家／地區  
Issuing Country / Region

完整號碼  
Full Number

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  
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



# (vi) Mismatching information on Main Form and PI-ND2A Sheet

## Sample of error

表格 Form **ND2A** 商業登記號碼 Business Registration Number 12345678

3 委任公司秘書／董事 (自然人) Appointment of Company Secretary/Director (Natural Person)  
(如委任超過一名自然人為公司秘書／董事，請用續頁B填報 Use Continuation Sheet B if more than 1 natural person is appointed as company secretary/director)  
請在適用的空格內加上✓號 Please tick the relevant box(es)

身分 Capacity  公司秘書 Company Secretary  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 CHAN  
名字 Other Names TAI MAN

前用姓名 Previous Names 中文 Chinese 英文 English  
別名 Alias 中文 Chinese 英文 English

通訊地址 Correspondence Address 室／樓／座等 Flat/Floor/Block etc. FLAT A 35/F  
大廈 Building ABC BUILDING  
街道／屋苑／地段／村等 Street/Estate/Lot/Village etc. 2000 KING'S ROAD  
區／市／省／州／郵遞區號等 District/City/Province/State/Postal Code etc.  
國家／地區 Country/Region HONG KONG

電郵地址 Email Address

身分識別 Identification  
(a) 香港身分證部分號碼 Partial Number of Hong Kong Identity Card A 1 2 3 | \* \* \* ( \* )  
(b) 護照 Issuing Country/Region Nil  
部分號碼 Partial Number Nil

信託或公司服務提供者牌照 Trust or Company Service Provider Licence 只適用於公司秘書 Only applicable to company secretary  
(請填報牌照編號或在適用的空格內加上✓號 Please provide the licence no. or tick the relevant box)

PI-ND2A 商業登記號碼 Business Registration Number 12345678

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

**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完整號碼。  
The full number 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完整號碼及通常住址。  
The full number of Hong Kong Identity Card or passport and usual residential address of the 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)

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  
英文姓名 Name in English 姓氏 Surname CHEN  
名字 Other Names TAI MAN

身分識別 Identification  
(a) 香港身分證(完整號碼) Hong Kong Identity Card (Full Number) A 1 2 3 4 5 6 ( 7 )  
(b) 護照 Issuing Country/Region  
完整號碼 Full Number

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. FLAT A, 35/F

(vii) Completing information in PI-ND2B Sheet where there is no change of particular of the officer

**Sample of error**

No change reported

(f) 電郵地址 Email Address

(g) 香港身分證部分號碼 Partial Number of Hong Kong Identity Card

日 DD 月 MM 年 YYYY

日 DD 月 MM 年 YYYY

登錄國家 / 地區 Issuing Country / Region

部分號碼 Partial Number

日 DD 月 MM 年 YYYY

**COMPLETED**



**PI-ND2B**

商業登記號碼  
Business Registration Number  
12345678

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

**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 full number 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通常住址。  
The new usual residential address 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

中文姓名 Name in Chinese

英文姓名 Name in English

公司秘書 Company Secretary

董事 Director

候補董事 Alternate Director

姓氏 Surname Cheung

名字 Other Names Mary

請只填報有更改的項目 Please complete item(s) with change(s) only

身分識別 Identification

(a) 香港身分證(完整號碼) Hong Kong Identity Card (Full Number)

(b) 護照 Issuing Country / Region

完整號碼 Full Number

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 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

(在分表格 ND2B 或，請填報在 PI-ND2B 頁填報)





*Thank You*

