



公司註冊處
Companies Registry

註冊非香港公司
更改獲授權代表申報表(委任/停任)
Return of Change of Authorized Representative
of Registered Non-Hong Kong Company
(Appointment/Cessation)

表格
Form **NN8**

公司編號 Company Number

F

註 Note

7 1 公司名稱 Company Name

2 獲授權代表的停任 Cessation to Act as Authorized Representative

(如超過一名獲授權代表停任，請用續頁 A 填報 Use Continuation Sheet A if more than 1 authorized representative ceased to act)

現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

自然人 Natural Person

中文姓名
Name in Chinese

英文姓名
Name in English 姓氏 Surname

名字
Other Names

8 身分識別
Identification * * * (*)

香港身分證部分號碼

護照部分號碼

Partial Number of Hong Kong Identity Card

Partial Number of Passport

或 OR

非自然人 Other than Natural Person

律師行/律師法團/會計師事務所或執業法團的名稱

Names of Firm of Solicitors/Solicitor Corporation/CPA Firm or Corporate Practice

中文名稱 Chinese Name

英文名稱 English Name

9 停任日期
Date of Cessation

<input type="text"/>	<input type="text"/>	<input type="text"/>
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日 DD

月 MM

年 YYYY

4 提交人資料 Presentor's Reference

姓名 Name:
地址 Address:

電話 Tel: 傳真 Fax:

電郵 Email:

檔號 Reference:

請勿填寫本欄 For Official Use

3 委任獲授權代表 (自然人) Appointment of Authorized Representative (Natural Person)

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

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏
Surname

名字
Other Names

香港地址
Hong Kong Address

地區
Region

香港 / HONG KONG

(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)

10 電郵地址
Email Address

**11 身分識別
Identification**

(須在 PI-NN8 頁填報完整身分識別號碼
Provide full identification number in PI-NN8 sheet)

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

					*	*	*	(*)
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(b) 護照
Passport

簽發國家 / 地區
Issuing Country / Region

部分號碼
Partial Number

委任日期 Date of Appointment

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日 DD

月 MM

年 YYYY

4 委任獲授權代表 (非自然人)

Appointment of Authorized Representative (Other than Natural Person)

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

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

- 12 商號或法團的性質 律師行或律師法團 會計師事務所或執業法團
 Nature of the Firm or Corporation A firm of solicitors or a solicitor corporation A CPA firm or a corporate practice

中文名稱
Name in Chinese

英文名稱
Name in English

- 13 香港地址
Hong Kong Address

地區 Region 香港 / HONG KONG

(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)

- 14 電郵地址
Email Address

委任日期 Date of Appointment

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日 DD

月 MM

年 YYYY

本申報表包括下列續頁 / PI-NN8 頁 This Return includes the following Continuation Sheet(s) / PI-NN8 Sheet(s)

續頁 Continuation Sheet(s)	A	B	C
頁數 Number of pages			

PI-NN8 (不會供公眾查閱 NOT for Public Inspection)	
頁數 Number of pages	

- 6 簽署 Signed :

姓名 Name : _____ 日期 Date : _____

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

日 DD / 月 MM / 年 YYYY

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

獲授權代表的停任 (第 2 項)

Cessation to Act as Authorized Representative (Section 2)

現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

自然人 Natural Person

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏
Surname

名字
Other Names

8

身分識別
Identification

				*	*	*	(*)
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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

非自然人 Other than Natural Person

律師行／律師法團／會計師事務所或執業法團的名稱

Names of Firm of Solicitors/Solicitor Corporation/CPA Firm or Corporate Practice

中文名稱 Chinese Name

英文名稱 English Name

9

停任日期
Date of Cessation

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日 DD

月 MM

年 YYYY

委任獲授權代表 (自然人) (第 3 項)

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

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏
Surname

名字
Other Names

香港地址
Hong Kong Address

地區
Region

香港 / HONG KONG

(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)

10 電郵地址
Email Address

11 身分識別
Identification

(a) 香港身分證部分號碼

(須在 PI-NN8 頁 **Partial Number** of Hong Kong Identity Card

填報完整

身分識別號碼

Provide full

identification

number in

PI-NN8 sheet)

(b) 護照

Passport

簽發國家 / 地區
Issuing Country / Region

部分號碼
Partial Number

						*	*	*	(*)
--	--	--	--	--	--	---	---	---	-------

委任日期 Date of Appointment

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日 DD

月 MM

年 YYYY

委任獲授權代表 (非自然人) (第 4 項)

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

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

12

商號或法團的性質

Nature of the Firm or Corporation

律師行或律師法團

A firm of solicitors or
a solicitor corporation

會計師事務所或執業法團

A CPA firm or a corporate practice

中文名稱

Name in Chinese

英文名稱

Name in English

13

香港地址

Hong Kong Address

地區
Region

香港 / HONG KONG

(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)

14

電郵地址

Email Address

委任日期 Date of Appointment

--	--	--

日 DD

月 MM

年 YYYY

委任獲授權代表 (自然人) – 受保護資料 Appointment of Authorized Representative (Natural Person) – Protected Information

15

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獲授權代表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 authorized representative should be reported on this page.

(每一頁 PI-NN8 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN8 頁填報。
Each PI-NN8 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN8 sheet(s).)

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

16

身分識別 Identification

(a) 香港身分證(完整號碼) Hong Kong Identity Card (<u>Full</u> Number)										()
(b) 護照 Passport	簽發國家/地區 Issuing Country/Region									
	完整號碼 <u>Full</u> Number									



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



(交付表格 NN8 時，請將所有 PI-NN8 頁置於最後。
Please place all PI-NN8 sheets at the end when delivering the Form NN8.)

**《公司條例》(香港法例第 622 章)
第 791(1) 及 791(2)(b)條規定交付的**

註冊非香港公司更改獲授權代表申報表(委任／停任)

填表須知 — 表格 NN8

附註

引言

1. 註冊非香港公司必須將獲授權代該公司接受任何須向該公司送達的法律程序文件或通知的代表的所需細節，維持在公司登記冊內。本表格是用以通知公司註冊處處長(「處長」)有關註冊非香港公司的獲授權代表的委任及停任。公司須在出現有關更改的日期後的 1 個月內，將本表格交付處長登記。
2. 如要申報有關獲授權代表詳情的更改，請使用表格 NN8C。
3. 請劃一以中文或英文申報各項所需資料。如以中文申報，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。
4. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。
5. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」，或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話，則該表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

簽署

6. 本表格必須由一名董事、公司秘書、經理或獲授權代表簽署。公司註冊處不接納未簽妥的表格。

公司名稱 (第 1 項)

7. 在本表格填報的公司名稱必須與公司註冊處發出的最近一份註冊證明書上的公司名稱相同。

獲授權代表的停任 (第 2 項)

8. (a) 為識別身分，請填報香港身分證的 部分號碼。如該人並非香港身分證持有人，請提供其所持護照的 部分號碼。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指—

- (i) 如組成身分識別號碼的字母或數目字元序列的字元數目是雙數(不包括空位、標點符號及標記符號)— 該序列的前半部分；或
- (ii) 如組成身分識別號碼的字母或數目字元序列的字元數目是單數(不包括空位、標點符號及標記符號)— 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

例子：

香港身分證號碼

完整號碼 (包括括號內的數字或字母)	部分號碼 (即所有英文字母及首三個數字)									
A123456(7)	<table border="1"><tr><td></td><td>A</td><td>1</td><td>2</td><td>3</td><td>*</td><td>*</td><td>*</td><td>(*)</td></tr></table>		A	1	2	3	*	*	*	(*)
	A	1	2	3	*	*	*	(*)		
AA123456(7)	<table border="1"><tr><td>A</td><td>A</td><td>1</td><td>2</td><td>3</td><td>*</td><td>*</td><td>*</td><td>(*)</td></tr></table>	A	A	1	2	3	*	*	*	(*)
A	A	1	2	3	*	*	*	(*)		

護照號碼

完整號碼 (包括標點符號及標記符號)	部分號碼
ABCD1234567	ABCD12
ABCD12345678	ABCD12
ABCD123456789	ABCD123
ABC-123-4	ABC1
#A1234567H(*)	A1234

- (b) 如停任的獲授權代表屬自然人，並曾根據以上描述，在公司註冊處登記其香港身分證或護照的 部分號碼，請填報該 部分號碼。
- (c) 請勿在有關空格內填報完整的身分識別號碼，格內所填報的資料會供公眾查閱。
- (d) 如該項資料未曾在本處登記，請在有關的空格內填上「無」。

9. 如獲授權代表去世，請申報其去世日期，作為停任日期。

委任獲授權代表 (自然人) (第 3 項)

10. 請提供獲授權代表的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，請以表格 NN8C 通知公司註冊處。

11. (a) 請填報獲授權代表的香港身分證的 **部分號碼**。如該人並非香港身分證持有人，請提供其所持護照的 **部分號碼**及簽發國家／地區。有關填報身分識別的 **部分號碼**的詳情及例子，請參閱附註 8。
- (b) **請勿**在有關空格內填報完整的身分識別號碼，格內所填報的資料會供公眾查閱。
- (c) 請另外於 PI-NN8 頁內填報獲授權代表完整的香港身分證號碼或護照號碼。PI-NN8 頁及於該頁內所填報的資料，不會供公眾查閱。
- 每一頁 PI-NN8 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN8 頁填報。
- (d) 如獲授權代表並非香港身分證持有人，亦沒有任何護照，則請在有關的空格內填上「無」，亦無須提交 PI-NN8 頁。

委任獲授權代表 (非自然人) (第 4 項)

12. 獲授權代表可以由《法律執業者條例》(第 159 章) 第 2(1) 條界定的律師法團、《會計及財務匯報局條例》(第 588 章) 第 2(1) 條所界定的執業法團、律師行，或《會計及財務匯報局條例》(第 588 章) 第 2(1) 條所界定的會計師事務所擔任，但不可以由任何其他法人團體或商號擔任。
13. 請申報獲授權代表在香港的營業地址。
14. 請提供獲授權代表的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，請以表格 NN8C 通知公司註冊處。

委任獲授權代表 (自然人) - 受保護資料 (PI-NN8)

15. 在 PI-NN8 頁所填報的香港身分證號碼或護照號碼為受保護資料。PI-NN8 頁及於該頁內所填報的資料，不會供公眾查閱。
- 每一頁 PI-NN8 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN8 頁填報。
16. 請填報新委任的獲授權代表的香港身分證的完整號碼。如該人並非香港身分證持有人，請填報其所持護照的完整號碼及簽發國家／地區。如該獲委任者沒持有香港身分證或任何護照，則無須提交 PI-NN8 頁。

**RETURN OF CHANGE OF AUTHORIZED REPRESENTATIVE
OF REGISTERED NON-HONG KONG COMPANY (APPOINTMENT / CESSATION)**

For the purposes of sections 791(1) and 791(2)(b) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN8

Introduction

1. A registered non-Hong Kong company must keep registered in the Companies Register the required details of its authorized representative who is authorized to accept on the company's behalf service of any process or notice required to be served on the company. This form should be used to notify the Registrar of Companies (the Registrar) of any new appointment of an authorized representative or of any person ceasing to be an authorized representative of a registered non-Hong Kong company. This form should be delivered to the Registrar for registration within 1 month after the date of the change.
2. To report any changes in the particulars of an authorized representative, please use Form NN8C.
3. Please fill in all particulars and complete all items consistently in either Chinese or English. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.
4. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.
5. This form can be delivered by post or in person to "The Companies Registry, 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong". If the form is delivered by post but the Registrar has not received it, the form will not be regarded as having been delivered to the Registrar in satisfaction of the relevant provision of the Companies Ordinance.

Signature

6. This form must be signed by a director, company secretary, manager or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Company Name (Section 1)

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

Cessation to Act as Authorized Representative (Section 2)

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

Partial number means —

- (i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or
- (ii) if the identification number comprises a sequence of an odd number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the part that begins with the first character in the sequence and ends with the character that falls on the middle of the sequence.

e.g.

Hong Kong Identity Card Number

Full Number (including the digit or alphabet in brackets)	Partial Number (i.e. all the alphabets and the first three digits)									
A123456(7)	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;">A</td> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">*</td> <td style="width: 20px; height: 20px;">*</td> <td style="width: 20px; height: 20px;">*</td> <td style="width: 20px; height: 20px;">(*)</td> </tr> </table>		A	1	2	3	*	*	*	(*)
	A	1	2	3	*	*	*	(*)		
AA123456(7)	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;">A</td> <td style="width: 20px; height: 20px;">A</td> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">*</td> <td style="width: 20px; height: 20px;">*</td> <td style="width: 20px; height: 20px;">*</td> <td style="width: 20px; height: 20px;">(*)</td> </tr> </table>	A	A	1	2	3	*	*	*	(*)
A	A	1	2	3	*	*	*	(*)		

Passport Number

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

- (b) If the authorized representative ceasing to act is a natural person and has previously registered the **partial number** of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description above, please provide that **partial number**.
- (c) Please **DO NOT** fill in the full identification number in the box provided. Information provided in the box is available for public inspection.
- (d) If no such particulars have been registered, please state ‘Nil’ in the boxes provided.

9. For a deceased authorized representative, the date of death should be given as the date of cessation.

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

10. Please provide the email address of the authorized representative, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NN8C.

11. (a) Please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** and issuing country/region of the passport of the authorized representative. Please refer to Note 8 on the details and examples of ***partial number***.
- (b) Please ***DO NOT*** fill in the full identification number in the box provided. Information provided in the box is available for public inspection.
- (c) Please report the full Hong Kong Identity Card number or passport number of the authorized representative separately on a PI-NN8 sheet. PI-NN8 sheet and the information reported therein are withheld from public inspection.

Each PI-NN8 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN8 sheet(s).

- (d) If the authorized representative holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NN8 sheet.

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

12. An authorized representative may be a solicitor corporation as defined by section 2(1) of the Legal Practitioners Ordinance (Cap. 159), or a corporate practice as defined by section 2(1) of the Accounting and Financial Reporting Council Ordinance (Cap. 588), or a firm of solicitors, or a CPA firm as defined by section 2(1) of the Accounting and Financial Reporting Council Ordinance (Cap. 588) but may not be any other form of body corporate or firm.
13. Please state the business address in Hong Kong of the authorized representative who is not a natural person.
14. Please provide the email address of the authorized representative, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NN8C.

Appointment of Authorized Representative (Natural Person) - Protected Information (PI-NN8)

15. Hong Kong Identity Card number or passport number reported on PI-NN8 sheet is protected information. PI-NN8 sheet and the information reported therein are withheld from public inspection.

Each PI-NN8 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN8 sheet(s).

16. Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the full number and issuing country/region of the passport of the newly appointed authorized representative. If the appointee(s) hold(s) neither a Hong Kong Identity Card nor a passport, there is no need to submit a PI-NN8 sheet.