



公司註冊處  
Companies Registry

註冊非香港公司  
更改獲授權代表詳情申報表  
Return of Change in Particulars of  
Authorized Representative  
of Registered Non-Hong Kong Company

表格  
Form **NN8C**

公司編號 Company Number

F

註 Note

7 1 公司名稱 Company Name

2 獲授權代表詳情更改 (自然人)

Change in Particulars of Authorized Representative (Natural Person)

(如涉及超過一名屬自然人的獲授權代表，請用續頁 A 填報 Use Continuation Sheet A if more than 1 authorized representative, who is a natural person, is involved)

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

中文姓名  
Name in Chinese

英文姓名  
Name in English

姓氏  
Surname

名字  
Other Names

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

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

**2 獲授權代表詳情更改 (自然人) (續上頁)**  
**Change in Particulars of Authorized Representative (Natural Person) (cont'd)**

**9**

**B. 更改詳情 Details of Change(s)**

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

**(a) 中文姓名 Name in Chinese**

生效日期  
Effective Date

日 DD	月 MM	年 YYYY

**(b) 英文姓名 Name in English**

姓氏 Surname

名字 Other Names

日 DD	月 MM	年 YYYY

**(c) 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)

日 DD	月 MM	年 YYYY

**10**

**(d) 電郵地址 Email Address**

日 DD	月 MM	年 YYYY

**11**

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

(須在  
PI-NN8C 頁  
填報完整  
身分識別號碼  
Provide full  
identification  
number in  
PI-NN8C sheet)

				*	*	*	(*)
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日 DD	月 MM	年 YYYY

**(f) 護照 Passport**

簽發國家 / 地區 Issuing Country / Region

日 DD	月 MM	年 YYYY

部分號碼 **Partial Number**

**3 獲授權代表詳情更改 (非自然人)**  
**Change in Particulars of Authorized Representative (Other than Natural Person)**

(如涉及超過一名屬非自然人的獲授權代表，請用續頁B填報 Use Continuation Sheet B if more than 1 authorized representative, who is not a natural person, is involved)

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

中文名稱  
Name in Chinese

英文名稱  
Name in English

**9 B. 更改詳情 Details of Change(s)**

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

**(a) 獲授權代表的名稱 Name of Authorized Representative**

生效日期  
Effective Date

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中文 Chinese

日 DD 月 MM 年 YYYY

英文 English

**12 (b) 香港地址 Hong Kong Address**

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日 DD 月 MM 年 YYYY



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 (c) 電郵地址 Email Address**

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日 DD 月 MM 年 YYYY

本申報表包括下列續頁 / PI-NN8C 頁 This Return includes the following Continuation Sheet(s) / PI-NN8C Sheet(s)

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

PI-NN8C (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\*

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

獲授權代表詳情更改 (自然人) (第 2 項)

**Change in Particulars of Authorized Representative (Natural Person) (Section 2)**

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

中文姓名 Name in Chinese										
英文姓名 Name in English	姓氏 Surname									
	名字 Other Names									
8 身分識別 Identification						*	*	*	(*)	
	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				

**9 B. 更改詳情 Details of Change(s)**

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

(a) 中文姓名 Name in Chinese	生效日期 Effective Date
	日 DD 月 MM 年 YYYY

(b) 英文姓名 Name in English	日 DD 月 MM 年 YYYY
姓氏 Surname	日 DD 月 MM 年 YYYY
名字 Other Names	

(c) 香港地址 Hong Kong Address	日 DD 月 MM 年 YYYY
	日 DD 月 MM 年 YYYY
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)	

(d) 電郵地址 Email Address	日 DD 月 MM 年 YYYY
	日 DD 月 MM 年 YYYY

(e) 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

(須在  
PI-NN8C 頁  
填報完整  
身分識別號碼  
Provide full  
identification  
number in  
PI-NN8C sheet)

(f) 護照 Passport	日 DD 月 MM 年 YYYY
簽發國家 / 地區 Issuing Country / Region	日 DD 月 MM 年 YYYY
部分號碼 Partial Number	

獲授權代表詳情更改 (非自然人) (第 3 項)

**Change in Particulars of Authorized Representative (Other than Natural Person) (Section 3)**

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

中文名稱

Name in Chinese

英文名稱

Name in English

9 B. 更改詳情 Details of Change(s)

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

(a) 獲授權代表的名稱 Name of Authorized Representative

生效日期

Effective Date

--	--	--

中文 Chinese

日 DD

月 MM

年 YYYY

英文 English

(b) 香港地址 Hong Kong Address

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日 DD

月 MM

年 YYYY



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)

(c) 電郵地址 Email Address

--	--	--

日 DD

月 MM

年 YYYY

## 獲授權代表詳情更改 (自然人) – 受保護資料 Change in Particulars of Authorized Representative (Natural Person) – Protected Information

13

X

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

如獲授權代表(自然人)的身分識別號碼有所更改，公司須於本頁申報其新的香港身分證或護照的完整號碼。

The new full number of Hong Kong Identity Card or passport of an authorized representative, who is a natural person, should be reported on this page if his or her identification number has been changed.

(每一頁 PI-NN8C 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN8C 頁填報。  
Each PI-NN8C sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN8C sheet(s).)

中文姓名  
Name in Chinese

英文姓名  
Name in English

姓氏  
Surname

名字  
Other Names

### 14 身分識別 Identification

(a) 香港身分證(完整號碼)

Hong Kong Identity Card (Full Number)

										( )
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(b) 護照

Passport

簽發國家/地區  
Issuing Country/Region

完整號碼  
Full Number



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



(交付表格 NN8C 時，請將所有 PI-NN8C 頁置於最後。  
Please place all PI-NN8C sheets at the end when delivering the Form NN8C.)

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

**註冊非香港公司更改獲授權代表詳情申報表**

**填表須知 — 表格 NN8C**

**附註**

**引言**

1. 本表格是用以通知公司註冊處處長(「處長」)有關註冊非香港公司的獲授權代表的詳情更改。公司須在出現有關詳情更改的日期後的 1 個月內，將本表格交付處長登記。
2. 如要申報有關獲授權代表的委任或停任，請使用表格 NN8。
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。

## 現時在公司註冊處登記的詳情 (第 2A 項)

8. (a) 為識別身分，請填報香港身分證的 部分號碼。如該人並非香港身分證持有人，請提供其所持護照的 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) 如獲授權代表屬自然人，並曾根據以上描述，在公司註冊處登記其香港身分證或護照的 部分號碼，請填報該 部分號碼。
- (c) 請勿在有關空格內填報完整的身分識別號碼，格內所填報的資料會供公眾查閱。
- (d) 如該項資料未曾在本處登記，請在有關的空格內填上「無」。

## 更改詳情 (第 2B 及 3B 項)

9. 請在適當的空格內申報獲授權代表的 新詳情，並在相關的空格內註明生效日期。沒有更改的詳情無需填報。
10. 請提供或更新獲授權代表的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，亦請以本表格通知公司註冊處。



11. (a) 請申報獲授權代表新的香港身分證的 部分號碼。如該人並非香港身分證持有人，請提供其所持新護照的 部分號碼 及簽發國家／地區。有關填報身分識別的 部分號碼 的詳情及例子，請參閱附註 8。

(b) 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-NN8C 頁內填報獲授權代表完整的香港身分證號碼或護照號碼。PI-NN8C 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NN8C 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN8C 頁填報。

(d) 如獲授權代表不再持有香港身分證或任何護照，請在有關的空格內填上「無」，亦無需提交 PI-NN8C 頁。

12. 如獲授權代表屬非自然人，請申報其在香港的新營業地址。

#### **獲授權代表詳情更改 (自然人) - 受保護資料 (PI-NN8C)**

13. 在 PI-NN8C 頁所填報的香港身分證號碼或護照號碼為受保護資料。PI-NN8C 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NN8C 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN8C 頁填報。

14. 請填報屬自然人的獲授權代表新的香港身分證的完整號碼。如該人並非香港身分證持有人，請填報其所持新護照的完整號碼及簽發國家／地區。

**RETURN OF CHANGE IN PARTICULARS OF AUTHORIZED REPRESENTATIVE  
OF REGISTERED NON-HONG KONG COMPANY**

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

**Notes for Completion of Form NN8C**

**Introduction**

1. This form should be used to notify the Registrar of Companies (the Registrar) of any change in particulars of the authorized representative of a registered non-Hong Kong company. This form should be delivered to the Registrar for registration within 1 month after the date of the change.
2. To report the appointment or cessation to act of the authorized representative, please use Form NN8.
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 Presenter's Reference. Unless the presenter 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.

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

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 who is a natural person has previously registered the **partial number** of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description above, please provide that **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.

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

9. Please state only the **new particulars** of the authorized representative in the appropriate box(es) provided and specify the effective date of change in the corresponding box. There is no need to state those particulars which remain unchanged.
10. Please provide or update the email address of the authorized representative, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing this form.

11. (a) Please provide the new **partial number** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the new **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-NN8C sheet. PI-NN8C sheet and the information reported therein are withheld from public inspection.

Each PI-NN8C sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN8C sheet(s).

- (d) If the authorized representative no longer holds a Hong Kong Identity Card or any passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NN8C sheet.
12. For an authorized representative other than a natural person, please report the new business address in Hong Kong if it is changed.

**Change in Particulars of Authorized Representative (Natural Person) - Protected Information (PI-NN8C)**

13. Hong Kong Identity Card number or passport number reported on PI-NN8C sheet is protected information. PI-NN8C sheet and the information reported therein are withheld from public inspection.

Each PI-NN8C sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN8C sheet(s).

14. Please state the new full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the new full number and issuing country/region of the passport of the authorized representative.