



更改公司秘書及董事詳情通知書
**Notice of Change in Particulars
of Company Secretary and Director**

Specimen

公司註冊處
Companies Registry

表格
Form ND2B

Notes: ✧ All the particulars filled in this specimen form are fictitious. Any resemblance to individuals or companies is entirely coincidental.
✧ Please deliver a complete form (i.e. pages 1-3 including pages with inapplicable items) except unused continuation sheets.
✧ Please read the Notes for Completion before completing this form.

公司編號 **Company Number**
6666666

註 Note

1 公司名稱 Company Name

The company number and company name must be the same as those stated in the company's Certificate of Incorporation or the last Certificate of Change of Name.

LOVE AND CARE CHARITY LIMITED 愛與護慈善有限公司

2 公司秘書／董事詳情更改 (自然人)

Change in Particulars of Company Secretary／Director (Natural Person)

(如涉及超過一名屬自然人的公司秘書／董事，請用續頁A填報 Use Continuation Sheet A if more than 1 company secretary／director, who is a natural person, is involved)

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

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

7

身分
Capacity

公司秘書
Company Secretary

董事
Director

候補董事
Alternate Director

Please indicate the capacity of the person whose particulars have changed. If that person acts as both company secretary and director / alternate director, please tick all the relevant boxes.

中文姓名
Name in Chinese

施有福

Please provide the Hong Kong Identity Card number or passport number (as appropriate). If these particulars have not yet been reported to the Companies Registry (CR), please report the change by completing Section 2B of this form. If the company secretary / director / alternate director does not have a Hong Kong Identity Card or a passport of any country, please state 'NIL' in the boxes provided.

英文姓名
Name in English

姓氏 Surname: Sze
名字 Other Names: Yau Fook

8

身分證明
Identification

香港身分證號碼
Hong Kong Identity Card Number

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護照號碼
Passport Number: A12345678

4

提交人資料 Presentor's Reference

姓名 Name: Practice Makes Perfect Limited
地址 Address: Room 9901-9905, 99/F,
Happy Commercial Building,
1 Queensway, Hong Kong

請勿填寫本欄 For Official Use

Please fill in the Presentor's Reference section to facilitate follow up, if necessary.

電話 Tel: 1111 2222 傳真 Fax: 1212 1212
電郵 Email: makesperfect@abc.com
檔號 Reference: pmp/lcc-ND2B

2 公司秘書／董事詳情更改（自然人）（續上頁）
Change in Particulars of Company Secretary／Director (Natural Person) (cont'd)

10 B. 更改詳情 **Details of Change(s)**

Note: Those particulars which remain unchanged need not be stated.

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

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日 DD 月 MM 年 YYYY

(b) 英文姓名 **Name in English**

姓氏 Surname

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日 DD 月 MM 年 YYYY

名字 Other Names

11 (c) 別名 **Alias**

中文 Chinese

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日 DD 月 MM 年 YYYY

英文 English

12 (d) 地址 **Address**

國家／地區
Country／Region

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日 DD 月 MM 年 YYYY

For company secretary, please state the new correspondence address in Hong Kong. Change of residential address is not required to be reported. For director / alternate director, please state the new usual residential address.

13 (e) 電郵地址 **Email Address**

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日 DD 月 MM 年 YYYY

(f) 香港身分證號碼 **Hong Kong Identity Card Number**

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日 DD 月 MM 年 YYYY

(g) 護照 **Passport**

Please state the change and its effective date in the relevant boxes.

Australia

簽發國家 Issuing Country

10	03	2014
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日 DD 月 MM 年 YYYY

SA44556677

號碼 Number

Please state both the passport number and the passport issuing country. The two fields are considered as one set of information.

3 公司秘書／董事詳情更改 (法人團體)

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

(如涉及超過一名屬法人團體的公司秘書／董事，請用續頁 B 填報 Use Continuation Sheet B if more than 1 company secretary / director, which is a body corporate, is involved)

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

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

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

9 公司秘書／董事的名稱 (法人團體) Name of Company Secretary / Director (Body Corporate)

業精於勤有限公司
中文 Chinese
Practice Makes Perfect Limited
英文 English

If the company secretary is a firm, please state the name of the firm in these boxes.

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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10 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

14 (a) 公司秘書／董事的名稱 (法人團體)

Name of Company Secretary / Director (Body Corporate)

生效日期

Effective Date

優越秘書服務有限公司
中文 Chinese
Practice Makes Perfect Limited
英文 English

10 03 2014
日 DD 月 MM 年 YYYY

The new company name of the company secretary / director / alternate director should be stated in full (i.e. both English AND Chinese names as registered), although the company secretary / director / alternate director has changed its Chinese name only.

15 (b) 地址 Address

Room 9901-9905, 99/F
Happy Commercial Building
1 Queensway
國家 / 地區 Country / Region HONG KONG

04 03 2014
日 DD 月 MM 年 YYYY

Please state the changes and their effective dates in the relevant boxes.

13 (c) 電郵地址 Email Address

makesperfect@abc.com

04 03 2014
日 DD 月 MM 年 YYYY

本通知書包括下列續頁 This Notice includes the following Continuation Sheet(s)

續頁 Continuation Sheet(s)	A	B
頁數 Number of pages	0	0

6 簽署 Signed : Maria Li

姓名 Name : Li Chi Oi Maria 日期 Date : 10/03/2014
董事 Director / 公司秘書 Company Secretary *
日 DD / 月 MM / 年 YYYY

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

Unused Continuation Sheet need not be delivered to the CR

公司秘書／董事詳情更改 (自然人) (第 2 項)

Change in Particulars of Company Secretary / Director (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

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

7

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

名字

Other Names

8

身分證明

Identification

香港身分證號碼

Hong Kong Identity Card Number

護照號碼

Passport Number

10

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

生效日期

Effective Date

(a) 中文姓名 Name in Chinese

日 DD

月 MM

年 YYYY

(b) 英文姓名 Name in English

姓氏 Surname

日 DD

月 MM

年 YYYY

名字 Other Names

11

(c) 別名 Alias

中文 Chinese

日 DD

月 MM

年 YYYY

英文 English

12

(d) 地址 Address

日 DD

月 MM

年 YYYY

國家／地區
Country / Region

13

(e) 電郵地址 Email Address

日 DD

月 MM

年 YYYY

(f) 香港身分證號碼 Hong Kong Identity Card Number

日 DD

月 MM

年 YYYY

(g) 護照 Passport

簽發國家 Issuing Country

日 DD

月 MM

年 YYYY

號碼 Number

Unused Continuation Sheet need not be delivered to the CR

公司秘書／董事詳情更改 (法人團體) (第 3 項)

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

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

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

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

9 公司秘書／董事的名稱 (法人團體) Name of Company Secretary / Director (Body Corporate)

中文 Chinese

英文 English

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)

10 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

14 (a) 公司秘書／董事的名稱 (法人團體) Name of Company Secretary / Director (Body Corporate)

生效日期

Effective Date

中文 Chinese

日 DD 月 MM 年 YYYY

英文 English

15 (b) 地址 Address

日 DD 月 MM 年 YYYY

國家／地區
Country / Region

13 (c) 電郵地址 Email Address

日 DD 月 MM 年 YYYY

Notes for Completion should be read but need not be delivered to the CR.

**《公司條例》(香港法例第 622 章)
第 645(4) 及 652(2) 條規定交付的**

更改公司秘書及董事詳情通知書

填表須知 — 表格 ND2B

附註

引言

1. 本表格是用以通知公司註冊處處長(「處長」)有關在香港成立為法團的公司的公司秘書或聯名公司秘書(「公司秘書」)或董事(包括候補董事但不包括備任董事)的詳情更改。如公司的公司秘書登記冊或董事登記冊所載的詳情有任何更改，該公司須在有關詳情更改後的 15 日內，將更改的通知以本表格交付處長登記。
2. 請使用適當的表格申報下列更改—

更改事項	表格
本地公司董事(包括候補董事)或公司秘書的委任或停任	表格 ND2A
本地公司備任董事的提名或停任	表格 ND5
本地公司備任董事詳情的更改	表格 ND7

3. 請劃一以中文或英文申報各項所需資料。如以中文申報，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。
4. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。
5. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」，或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話，則該表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

簽署

6. 本表格必須由一名董事或公司秘書簽署，公司註冊處不接納未簽妥的表格。

現時在公司註冊處登記的詳情 (第 2A 及 3A 項)

7. 請述明詳情有所更改者的身分。
8. 請填報屬自然人的公司秘書或董事已在公司註冊處登記的香港身分證號碼或護照號碼，以方便本處識別身分。如該項資料未曾在本處登記，請在有關的空格內填上「無」。
9. 如某商號的所有合夥人為公司的聯名公司秘書，請在供公司秘書(法人團體)填報名稱的空格內填報商號名稱。

更改詳情 (第 2B 及 3B 項)

10. 請在適當的空格內申報公司秘書或董事的新詳情，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。
11. 如申報公司秘書或董事的新增別名，請在空格內將該公司秘書或董事現有的所有別名(包括已在公司註冊處登記的別名)一併填報，以便正確更新紀錄。

12. (a) 請申報屬自然人的公司秘書 在香港的通訊地址，本處不接納非香港地址或郵政信箱號碼。
- (b) 請申報屬自然人的董事的 通常住址。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。
13. 請提供或更新公司秘書或董事的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，亦請以本表格通知公司註冊處。
14. 在申報屬法人團體的董事或公司秘書更改名稱時，須列明新的公司全名(即中文及英文名稱)。例如：屬法人團體的董事的名稱加入了新的中文名稱或更改現有的中文名稱而英文名稱沒有任何更改，便須在填報新董事名稱的方格內填上新的或已更改的中文名稱 及 現有的英文名稱。
15. (a) 如公司秘書屬法人團體，請註明其在 香港 的註冊辦事處或主要辦事處的地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。
- (b) 如董事屬法人團體，請註明其註冊辦事處或主要辦事處的地址。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。

**NOTICE OF CHANGE IN PARTICULARS
OF COMPANY SECRETARY AND DIRECTOR**

For the purposes of sections 645(4) and 652(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form ND2B

Introduction

1. This form should be used to notify the Registrar of Companies (the Registrar) of any change in particulars of the company secretary or joint company secretaries (company secretary) or director (including an alternate director but excluding a reserve director) of a company incorporated in Hong Kong. This form should be delivered to the Registrar for registration within 15 days after the change in the particulars contained in the company's register of company secretaries or register of directors.
2. Please use the appropriate form to report the following changes —

Types of changes	Forms
Appointment or cessation of appointment of the company secretary or director (including an alternate director) of a local company	Form ND2A
Nomination or cessation of nomination of the reserve director of a local company	Form ND5
Changes in particulars of the reserve director of a local company	Form ND7

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

Particulars Currently Registered with the Companies Registry (Sections 2A and 3A)

7. Please indicate the capacity(ies) of the person(s) whose particulars have changed.
8. If the company secretary or director who is a natural person has registered the particulars in respect of his or her Hong Kong Identity Card number or 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.
9. If all the partners in a firm are joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).

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

10. Please state only the **new particulars** of the company secretary or director in the appropriate box(es) provided and specify the effective date of change in the corresponding box. There is no need to state those particulars which remain unchanged.
11. To report the addition of an alias, please also state all the other aliases (including the alias which has been registered with the Companies Registry) of the company secretary or director in the box provided to facilitate correct updating of the record.
12. (a) Please provide the **correspondence address in Hong Kong** of the company secretary who is a natural person. Non-Hong Kong addresses or post office box numbers are not acceptable.

(b) Please provide the **usual residential address** of a director who is a natural person. If a non-Hong Kong address of a director is given, please also complete the box for 'Country / Region'. 'Care of' addresses or post office box numbers are not acceptable.
13. Please provide or update the email address of the company secretary or director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing this form.
14. For reporting a change of name of a director or company secretary which is a body corporate, please state the new company name in full (i.e. both English and Chinese names). For example, if the name of a director which is a body corporate has been changed by adding a new Chinese name or replacing an old Chinese name without any change in its English name, the existing English name should still be stated together with the new Chinese name in the box provided for the new name of the director.
15. (a) If the company secretary is a body corporate, the address of its registered or principal office in **Hong Kong** should be given. Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable.

(b) If the director is a body corporate, the address of its registered or principal office should be given. If a non-Hong Kong address of the director is given, please also complete the box for 'Country / Region'. 'Care of' addresses or post office box numbers are not acceptable.