



公司註冊處  
Companies Registry

註冊非香港公司變更法團名稱申報表  
Return of Alteration of Corporate Name of  
Registered Non-Hong Kong Company

表格 **NN10**  
Form

公司編號 Company Number

**F**

註 Note

7 1 前法團名稱 Former Corporate Name

8 2 新法團名稱 New Corporate Name

3 變更的生效日期 Effective Date of the Alteration

日 DD	月 MM	年 YYYY

9 4 隨本表格交付的變更法團名稱證明文件  
Name of Document Effecting the Alteration of Corporate Name Delivered with this Form

6 簽署 Signed :

姓名 Name : \_\_\_\_\_ 日期 Date : \_\_\_\_\_  
 董事／公司秘書／經理／獲授權代表\*      日 DD / 月 MM / 年 YYYY  
 Director / Company Secretary / Manager /  
 Authorized Representative\*

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

3 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

《公司條例》(香港法例第 622 章)  
第 778(8) 條規定交付的

註冊非香港公司變更法團名稱申報表

填表須知 — 表格 NN10

附註

引言

1. 註冊非香港公司增加、更改或停用法團名稱，須在有關變更的生效日期後的 1 個月內，向公司註冊處處長(「處長」)交付本表格登記。「法團名稱」就註冊非香港公司而言，指該公司在香港公司登記冊內註冊所用的本土名稱或本土名稱的譯名。
2. 如以中文申報本表格內的資料，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。
3. 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。公司註冊處會以傳真方式通知提交人親身領取新的註冊證明書。如提交人委託他人代領，需簽署授權書。
4. 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。

費用

5. 本表格必須連同正確的註冊費用一併交付，否則公司註冊處不會接納。有關所需費用的詳情，請參閱《主要服務收費表》資料小冊子。如以港幣劃線支票繳付費用，抬頭請註明「公司註冊處」。請勿郵寄現金。

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。

前法團名稱 (第 1 項)

7. 請按照公司註冊處發給該註冊非香港公司的最近一份註冊證明書，填報公司的名稱。

新法團名稱 (第 2 項)

8. (a) 除新法團名稱外，請填報在變更的生效日期後，公司繼續在公司註冊處註冊的名稱。  
(b) 請參閱《公司條例》第 16 部第 4 分部對註冊非香港公司在香港經營業務時採用的名稱的規管，及公司註冊處發出的《註冊非香港公司的法團名稱註冊指引》有關註冊法團名稱所須注意的事項。

隨本表格交付的變更法團名稱證明文件 (第 4 項)

9. 證明文件須是一份**證明有關變更及其生效日期**的更改名稱證明書，或等同於該證明書的文件，並須由該公司成立所在地的有關政府部門發出。如交付的文件**並非**正本，則須交付其經核證副本。核證方式應依循《公司條例》第 775 條的規定。如該文件既非採用中文，亦非採用英文，則除該文件外，亦須**連同**該文件的經核證中文或英文譯本一併交付。核證譯本的方式應依循《公司條例》第 4 條的規定。如變更是有關本土名稱的額外譯名，請按照《公司(非香港公司)規例》第 7(2)條訂明的規定，交付本表格時須隨附證明文件的有關部份的經核證譯本。如變更譯名(即採用、更改或停用譯名)不是因為有關本土名稱有所變更，所須證明文件則包括一份述明有關變更及其生效日期的特別決議。

# RETURN OF ALTERATION OF CORPORATE NAME OF REGISTERED NON-HONG KONG COMPANY

For the purposes of section 778(8) of Companies Ordinance (Cap. 622)

## Notes for Completion of Form NN10

### Introduction

1. Where there is an addition, change or cessation of corporate name, a registered non-Hong Kong company should, within 1 month after the date of the alteration, deliver a return in this form to the Registrar of Companies (the Registrar) for registration. Corporate name, in relation to a registered non-Hong Kong company, means a domestic name, or a translation of a domestic name, by which the company is registered in the Companies Register of Hong Kong.
2. 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.
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. The Companies Registry will notify the presentor by fax to collect the fresh certificate of registration in person. A written authorization will be required if the presentor sends a representative to collect the certificate.
4. 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.

### Fee

5. This form must be delivered with the correct registration fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. Please refer to the information pamphlet on 'Price Guide to Main Services' for the correct fee payable. If the fee is paid by cheque, the cheque should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.

### 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.

### Former Corporate Name (Section 1)

7. Please state the name of the company as it appeared in the certificate of registration last issued by the Companies Registry.

### New Corporate Name (Section 2)

8. (a) Apart from the new corporate name, please also state the name which will continue to be registered with the Companies Registry after the effective date of the alteration.  
(b) Please note the provisions in Division 4 of Part 16 of the Companies Ordinance that regulate the names used by registered non-Hong Kong companies to carry on business in Hong Kong and the 'Guideline on Registration of Corporate Names for Registered Non-Hong Kong Companies' issued by the Companies Registry for the points to note in registration of corporate names for registered non-Hong Kong companies.

### Name of Document Effecting the Alteration of Corporate Name Delivered with this Form (Section 4)

9. The document should be the company's certificate of change of name (or its equivalent) issued by the relevant government authority in its place of incorporation **showing the alteration and the effective date**. If the document is **not** the original, it must be certified in accordance with section 775 of the Companies Ordinance. If the document is **not** in English or Chinese, you should deliver the document **together with** a translation in either of these languages certified in accordance with section 4 of the Companies Ordinance. If the alteration relates to an additional translation of the domestic name, this return must be accompanied by a certified translation of the relevant part of the document in accordance with section 7(2) of the Companies (Non-Hong Kong Companies) Regulation. In cases where the alteration (adoption, change or cessation) of a translated name is not a result of an alteration of the domestic name, the document includes a special resolution authorising the alteration and stating the effective date of the alteration.