



公司註冊處
Companies Registry

註冊非香港公司
更改公司秘書及董事詳情申報表
Return of Change in Particulars of
Company Secretary and Director of
Registered Non-Hong Kong Company

表格 **NN7**
Form

公司編號 Company Number

F

註 Note

7 1 公司名稱 Company Name

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)

8 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

9 身分證明 Identification ()

香港身分證號碼 Hong Kong Identity Card Number 護照號碼 Passport Number

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 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)

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

10 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)

11 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

15 (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

16 (b) 地址 Address

日 DD 月 MM 年 YYYY

國家／地區 Country／Region

14 (c) 電郵地址 Email Address

日 DD 月 MM 年 YYYY

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

續頁 Continuation Sheet(s)	A	B
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

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)

- 8 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

- 9 身分證明 Identification
- 香港身分證號碼 Hong Kong Identity Card Number ()
- 護照號碼 Passport Number

11 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 生效日期 Effective Date

日 DD 月 MM 年 YYYY

姓氏 Surname

名字 Other Names

12 (c) 別名 Alias 生效日期 Effective Date

日 DD 月 MM 年 YYYY

中文 Chinese

英文 English

13 (d) 地址 Address 生效日期 Effective Date

日 DD 月 MM 年 YYYY

國家／地區 Country / Region

14 (e) 電郵地址 Email Address 生效日期 Effective Date

日 DD 月 MM 年 YYYY

(f) 香港身分證號碼 Hong Kong Identity Card Number 生效日期 Effective Date

日 DD 月 MM 年 YYYY

(g) 護照 Passport 生效日期 Effective Date

日 DD 月 MM 年 YYYY

簽發國家 Issuing Country

號碼 Number

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)

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

10 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)

11 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

15 (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

16 (b) 地址 Address

日 DD 月 MM 年 YYYY

國家／地區
Country/Region

14 (c) 電郵地址 Email Address

日 DD 月 MM 年 YYYY

**《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公司秘書及董事詳情申報表

填表須知 — 表格 NN7

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公司秘書或聯名公司秘書(「公司秘書」)或董事(包括候補董事)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. 如要申報註冊非香港公司的董事或公司秘書的委任或停任，請使用表格 NN6。
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 及 3A 項)

8. 請述明詳情有所更改者的身分。
9. 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」。
10. 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)

11. 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。
12. 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。

13. (a) 請申報屬自然人的公司秘書的通訊地址。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。
14. 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。
15. 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。
16. 如公司秘書或董事屬法人團體，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。

**RETURN OF CHANGE IN PARTICULARS OF COMPANY SECRETARY AND DIRECTOR
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 NN7

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) 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 of appointment of the director or company secretary of a registered non-Hong Kong company, please use Form NN6.
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 (Sections 2A and 3A)

8. Please indicate the capacity(ies) of the person(s) whose particulars have changed.
9. 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.
10. 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)

11. 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.
12. 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.

13. (a) Please provide the **correspondence address** of the company secretary who is a natural person. If a non-Hong Kong address of a company secretary is given, please also complete the box for 'Country/Region'. Post office box numbers are not acceptable.
- (b) Please provide the **usual residential address** of the 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.
14. 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.
15. 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.
16. If the company secretary or director is a body corporate, the address of its registered or principal office should be given. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. 'Care of' addresses or post office box numbers are not acceptable.