



公司註冊處
Companies Registry

註冊非香港公司周年申報表

Annual Return of Registered Non-Hong Kong Company

表格
Form **NN3**

公司編號 Company Number

F

註 Note

7 1 公司名稱 Company Name

2 本申報表的日期 Date of this Return

根據《公司條例》第 16 部或《前身條例》第 XI 部註冊的日期
的最近周年日

The Most Recent Anniversary of the Date of Registration under Part
16 of the Companies Ordinance or Part XI of the Predecessor
Ordinance

日 DD	月 MM	年 YYYY

3 根據《公司條例》第 16 部或《前身條例》第 XI 部的註冊日期
Date of Registration under Part 16 of the Companies Ordinance or
Part XI of the Predecessor Ordinance

日 DD	月 MM	年 YYYY

4 成立為法團所在地方 Place of Incorporation

5 在香港的主要營業地點 Principal Place of Business in Hong Kong

(a) 在香港的主要營業地點的地址 Address of the Principal Place of Business in 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)

8 (b) 電郵地址 Email Address

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

6 在成立為法團所在地方的辦事處 Offices in Place of Incorporation

- (a) 在成立為法團所在地方的註冊辦事處 (或等同於註冊辦事處的地點) 的地址
Address of the Registered Office (or its equivalent) in Place of Incorporation

	Country 國家
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(本處不接納「轉交」地址 'Care of' addresses are not acceptable)

- (b) 在成立為法團所在地方的主要營業地點的地址 (如有的話)
Address of the Principal Place of Business (if any) in Place of Incorporation

	Country 國家
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(本處不接納「轉交」地址 'Care of' addresses are not acceptable)

8

- (c) 電郵地址 Email Address

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7 在香港的獲授權代表 Authorized Representative in Hong Kong

A. 獲授權代表 (自然人) Authorized Representative (Natural Person)

(如超過兩名獲授權代表屬自然人，請用續頁 A 填報 Use Continuation Sheet A if more than 2 authorized representatives are natural persons)

- 1 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

9

10

- 電郵地址
Email Address

--

11

身分證明 Identification

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

										()
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- (b) 護照
Passport

--

簽發國家 Issuing Country

--

號碼 Number

7 在香港的獲授權代表 Authorized Representative in Hong Kong (續上頁 cont'd)

A. 獲授權代表 (自然人) Authorized Representative (Natural Person)

2 中文姓名
Name in Chinese

英文姓名
Name in English

9 香港地址
Hong Kong Address

地區
Region

10 電郵地址
Email Address

11 身分證明 Identification

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

(b) 護照
Passport

簽發國家 Issuing Country

號碼 Number

B. 獲授權代表 (非自然人) Authorized Representative (Other Than Natural Person)

(如超過一名獲授權代表屬非自然人，請用續頁 A 填報 Use Continuation Sheet A if more than 1 authorized representative is not a natural person)

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

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

執業會計師事務所或執業法團
A firm or a corporate practice of certified public accountants (practising)

中文名稱
Name in Chinese

英文名稱
Name in English

12 香港地址
Hong Kong Address

地區
Region

10 電郵地址
Email Address

8 公司秘書 Company Secretary

A. 公司秘書 (自然人) Company Secretary (Natural Person)

(如超過一名公司秘書屬自然人，請用續頁B填報 Use Continuation Sheet B if more than 1 company secretary is a natural person)

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏
Surname

名字
Other Names

前用姓名
Previous Names

中文
Chinese

英文
English

別名
Alias

中文
Chinese

英文
English

13 通訊地址
Correspondence
Address

國家／地區
Country／Region

14 電郵地址
Email Address

15 身分證明 Identification

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

(b) 護照
Passport

簽發國家 Issuing Country

號碼 Number

B. 公司秘書 (法人團體) Company Secretary (Body Corporate)

(如超過一名公司秘書屬法人團體，請用續頁B填報 Use Continuation Sheet B if more than 1 company secretary is a body corporate)

16 中文名稱
Name in Chinese

16 英文名稱
Name in English

17 地址
Address

國家／地區
Country／Region

14 電郵地址
Email Address

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)

9 Directors 董事

A. 董事 (自然人) Director (Natural Person)

(如超過兩名董事屬自然人，請用續頁C填報 Use Continuation Sheet C if more than 2 directors are natural persons)

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

18

1 身分 Capacity **董事 Director** **候補董事 Alternate Director** **代替 Alternate to**

中文姓名 Name in Chinese

英文姓名 Name in English **姓氏 Surname**

名字 Other Names

前用姓名 Previous Names **中文 Chinese**

英文 English

別名 Alias **中文 Chinese**

英文 English

19

住址 Residential Address

國家 / 地區 Country / Region

14

電郵地址 Email Address

15

身分證明 Identification

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

(b) **護照 Passport**

簽發國家 Issuing Country

號碼 Number

9 董事 Directors (續上頁 cont'd)

A. 董事 (自然人) Director (Natural Person)

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

18

2 身分 Capacity

董事 Director

候補董事 Alternate Director

代替 Alternate to

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏
Surname

名字
Other Names

前用姓名
Previous Names

中文
Chinese

英文
English

別名
Alias

中文
Chinese

英文
English

19

住址
Residential Address

國家 / 地區
Country / Region

14

電郵地址
Email Address

15

身分證明 **Identification**

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

										()
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(b) 護照
Passport

--

簽發國家 Issuing Country

--

號碼 Number

9 董事 Directors (續上頁 cont'd)

B. 董事 (法人團體) Director (Body Corporate)

(如超過一名董事屬法人團體，請用續頁D填報 Use Continuation Sheet D if more than 1 director is a body corporate)

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

18

身分
Capacity

董事
Director

候補董事
Alternate Director

代替 Alternate to

--

中文名稱
Name in Chinese

--

英文名稱
Name in English

--

17

地址
Address

國家 / 地區
Country / Region

--

14

電郵地址
Email Address

--

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 股本 Share Capital (截至本申報表的日期 As at the date of this return)

(只適用於有股本公司 Only applicable to a company having a share capital)

法定股本(或等同者)

Authorized Share Capital (or its equivalent)

(如不適用，請填上「不適用」)

(If not applicable, please state 'NA')

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貨幣單位 Currency

總面值 Total Nominal Value

已發行股本(或等同者)

Issued Share Capital (or its equivalent)

(如不適用，請填上「不適用」)

(If not applicable, please state 'NA')

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貨幣單位 Currency

總面值 Total Nominal Value

11 按揭及押記 Mortgages and Charges

截至本申報表的日期，所有根據《公司條例》第 8 部或《前身條例》第 III 部，須向公司註冊處處長登記的就所有按揭及押記的負債總額

Total amount of the indebtedness of the company as at the date of this return in respect of all mortgages and charges that are required to be registered with the Registrar of Companies under Part 8 of the Companies Ordinance or Part III of the Predecessor Ordinance

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20

12 帳目 Accounts

(請填報A或B項 Please complete Section A or B as appropriate)

- A. 隨本表格交付《公司條例》第 789 條規定的最近發表的帳目
Latest Published Accounts required under section 789 of the Companies Ordinance are delivered with this form**

該等帳目所涵蓋的會計期 **Period Covered by the Accounts**

			至 To			
日 DD	月 MM	年 YYYY		日 DD	月 MM	年 YYYY

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- B. 並無隨本表格交付《公司條例》第 789 條規定的帳目，原因如下—
Accounts required under section 789 of the Companies Ordinance are not delivered with this form for the following reason —**

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

- 公司成立為法團所在地方的法律，或在其註冊成為公司所在的任何其他司法管轄區的法律，以及該司法管轄區的任何證券交易所或類似的監管機構的規章，均沒有規定公司須發表其帳目，或將其帳目的文本交付某人，而公眾人士有權在該人的辦事處查閱該帳目。

The company is neither required by the law of its place of incorporation, the law of any other jurisdiction where the company is registered as a company, nor the rules of any stock exchange or similar regulatory bodies in that jurisdiction to publish its accounts or to deliver copies of its accounts to any person in whose office the accounts may be inspected as of right by members of the public.

- 公司成立為法團的日期，是在根據《公司條例》第 788(1)條交付周年申報表的日期前的 18 個月內，而公司須發表的帳目仍未擬備。

The company has been incorporated for less than 18 months prior to the date of delivery of the annual return under section 788(1) of the Companies Ordinance and the accounts of the company that are required to be published have not been made up.

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	C	D
頁數 Number of pages				

6

簽署 Signed :

姓名 Name :

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

日期 Date :

日 DD / 月 MM / 年 YYYY

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

本申報表的日期 Date of Return

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日 DD 月 MM 年 YYYY

公司編號 Company Number

F

公司秘書詳情 (第 8 項) Details of Company Secretary (Section 8)

A. 公司秘書 (自然人) Company Secretary (Natural Person)

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏
Surname

名字
Other Names

前用姓名
Previous Names

中文
Chinese

英文
English

別名
Alias

中文
Chinese

英文
English

13

通訊地址
Correspondence
Address

國家／地區
Country／Region

14

電郵地址
Email Address

15

身分證明 Identification

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

(b) 護照
Passport

簽發國家 Issuing Country

號碼 Number

B. 公司秘書 (法人團體) Company Secretary (Body Corporate)

16

中文名稱
Name in Chinese

16

英文名稱
Name in English

17

地址
Address

國家／地區
Country／Region

14

電郵地址
Email Address

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)

本申報表的日期 **Date of Return**

日 DD	月 MM	年 YYYY

公司編號 **Company Number**

F

董事詳情 (法人團體) (第 9B 項) Details of Director (Body Corporate) (Section 9B)

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

18 **1** 身分
Capacity

<input type="checkbox"/> 董事 Director	<input type="checkbox"/> 候補董事 Alternate Director	代替 Alternate to

中文名稱
Name in Chinese

英文名稱
Name in English

17 地址
Address

國家 / 地區
Country / Region

14 電郵地址
Email Address

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)

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

18 **2** 身分
Capacity

<input type="checkbox"/> 董事 Director	<input type="checkbox"/> 候補董事 Alternate Director	代替 Alternate to

中文名稱
Name in Chinese

英文名稱
Name in English

17 地址
Address

國家 / 地區
Country / Region

14 電郵地址
Email Address

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)

《公司條例》(香港法例第 622 章)
第 788 條規定交付的

註冊非香港公司周年申報表

填表須知 — 表格 NN3

附註

引言

1. 註冊非香港公司必須每年將一份周年申報表交付公司註冊處處長(「處長」)登記。申報表應準確反映公司於申報表的日期的狀況。
2. 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。
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。

交付表格的期限

4. **本表格必須於公司註冊為註冊非香港公司的註冊證明書發出的日期的最近周年日後的 42 日內交付處長登記。**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。**逾期提交者均須繳付較高的註冊費用。**

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。公司註冊處將依據公司重新交付表格的日期，計算所需繳付的註冊費用。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，並將依據公司重新提交已簽妥的表格的日期，計算所需繳付的註冊費用。

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。

在香港的主要營業地點及在成立為法團所在地方的辦事處 (第 5 及 6 項)

8. 請提供公司的電郵地址(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 NN9 通知公司註冊處。

在香港的獲授權代表 (第 7 項)

9. 如獲授權代表屬自然人，請提供其香港地址，本處不接納「轉交」地址或郵政信箱號碼。
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. 請申報屬自然人的獲授權代表的香港身分證號碼。如該人並非香港身分證持有人，請申報其所持護照的號碼及簽發國家。如該人並非香港身分證持有人，亦沒有任何國家的護照，則請在有關的空格內填上「無」。
12. 如獲授權代表屬律師行或律師法團、執業會計師事務所或會計師執業法團，請申報其在香港的營業地址。本處不接納「轉交」地址或郵政信箱號碼。

公司秘書或董事 (第 8 及 9 項)

13. 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。
14. 請提供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，請以表格 NN7 通知公司註冊處。
15. 請申報屬自然人的公司秘書或董事的香港身分證號碼。如該人並非香港身分證持有人，請申報其所持護照的號碼及簽發國家。如該人並非香港身分證持有人，亦沒有任何國家的護照，則請在有關的空格內填上「無」。
16. 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)填報名稱的空格內申報商號名稱。
17. 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。
18. 請述明董事的身分。如屬候補董事，請註明獲代替行事的董事姓名或名稱。
19. 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。

帳目 (第 12 項)

20. 根據《公司條例》第 789 條規定，周年申報表必須連同一份最近發表的涵蓋最少 12 個月期間的帳目的經核證副本，或如該帳目不是採用英文或中文擬備，則須連同該帳目的經核證英文譯本或中文譯本一併交付處長登記。
21. 如公司能符合本表格第 12B 項所列兩項條件的任何 一項，則無需交付帳目。

ANNUAL RETURN OF REGISTERED NON-HONG KONG COMPANY

For the purposes of section 788 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN3

Introduction

1. A registered non-Hong Kong company must every year deliver to the Registrar of Companies (the Registrar) an annual return for registration. The return should reflect accurately the affairs of the company as at the date of return.
2. 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.
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.

Deadline for Delivery of this Form

4. **This form must be delivered to the Registrar for registration within 42 days after the most recent anniversary of the date of registration of the registered non-Hong Kong company** 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. **Late submission will be subject to payment of a higher registration fee.**

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. The registration fee payable will be calculated according to the resubmission date of the form. 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. The registration fee payable will be calculated according to the resubmission date of the properly signed form.

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.

Principal Place of Business in Hong Kong and Offices in Place of Incorporation (Sections 5 and 6)

8. Please provide the email address of the company, if any, to facilitate electronic communication. If there is any subsequent change in the email address, please notify the Companies Registry by completing Form NN9.

Authorized Representative in Hong Kong (Section 7)

9. Please provide the Hong Kong address of the authorized representative who is a natural person. 'Care of' addresses or post office box numbers are not acceptable.
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. The Hong Kong Identity Card number or, in the absence of which, the number and issuing country of the passport of the authorized representative who is a natural person should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.
12. If the authorized representative is a firm of solicitors, a solicitor corporation, or a firm or corporate practice of certified public accountants (practising), its business address in Hong Kong should be given. 'Care of' addresses or post office box numbers are not acceptable.

Company Secretary or Directors (Sections 8 and 9)

13. Please provide the **correspondence address** of the company secretary, who is a natural person. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. Post office box numbers are not acceptable.
14. Please provide 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 Form NN7.
15. The Hong Kong Identity Card number or, in the absence of which, the number and issuing country of the passport of the company secretary or director who is a natural person should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.
16. 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).
17. 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.
18. Please state the capacity(ies) of the director(s). In the case of an alternate director, please state the name(s) of the principal director(s) to whom he or she or it is the alternate.
19. Please provide the **usual residential address** of a director who is a natural person. 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.

Accounts (Section 12)

20. A certified copy of the latest published accounts for a period of at least 12 months, or if the accounts are not in English or Chinese, a certified translation of the accounts in English or Chinese should be delivered with the Annual Return to the Registrar for registration as required by section 789 of the Companies Ordinance.
21. If the company can fulfil **either** of the two conditions listed in Section 12B of this form, no accounts are required to be delivered.