



公司註冊處
Companies Registry

註冊非香港公司
更改公司秘書及董事申報表(委任/停任)
Return of Change of Company Secretary and Director
of Registered Non-Hong Kong Company
(Appointment/Cessation)

表格 **NN6**
Form

公司編號 Company Number

F

註 Note

7 1 公司名稱 Company Name

[Empty box for Company Name]

2 公司秘書/董事的停任 Cessation to Act as Company Secretary/Director

(如超過一名公司秘書/董事停任, 請用續頁 A 填報 Use Continuation Sheet A if more than 1 company secretary/director ceased to act)

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

代替 Alternate to
[Empty box for Alternate to]

公司秘書/董事的詳情 (自然人) Particulars of Company Secretary/Director (Natural Person)

中文姓名 Name in Chinese [Empty box]

英文姓名 Name in English 姓氏 Surname [Empty box]

名字 Other Names [Empty box]

9 身分證明 Identification

[Empty boxes for Identification: Hong Kong Identity Card Number and Passport Number]

或 OR

10 公司秘書/董事的詳情 (法人團體) Particulars of Company Secretary/Director (Body Corporate)

中文及英文名稱 Chinese and English Names
[Empty box]

B. 停任詳情 Details of Cessation

11 停任日期 Date of Cessation [Empty boxes for DD, MM, YYYY]

12 上述董事或候補董事在停任日期後, 是否仍然擔任這公司的候補董事或董事職位?
Will this director or alternate director continue to hold office as alternate director or director in this company after the date of cessation? 是 Yes 否 No

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

4 委任公司秘書／董事 (法人團體) Appointment of Company Secretary／Director (Body Corporate)

(如委任超過一個法人團體為公司秘書／董事，請用續頁 C 填報 Use Continuation Sheet C if more than 1 body corporate is appointed as company secretary／director)

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

18

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

代替 Alternate to

19

中文名稱
Name in Chinese

19

英文名稱
Name in English

20

地址
Address

國家／地區
Country／Region

21

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)

委任日期 Date of Appointment

日 DD

月 MM

年 YYYY

22

上述董事或候補董事在獲得這次委任時，是否已經是這公司的現任候補董事或董事？
Is this director or alternate director already an existing alternate director or director in this company at the time of this appointment?

是 Yes

否 No

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
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／董事的停任 (第 2 項)

Cessation to Act as Company Secretary/Director (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

代替 Alternate to

公司秘書／董事的詳情 (自然人) Particulars of Company Secretary/Director (Natural Person)

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

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香港身分證號碼 Hong Kong Identity Card Number

護照號碼 Passport Number

或 OR

10 公司秘書／董事的詳情 (法人團體) Particulars of Company Secretary/Director (Body Corporate)

中文及英文名稱 Chinese and English Names

B. 停任詳情 Details of Cessation

11 停任日期 Date of Cessation

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日 DD 月 MM 年 YYYY

12 上述董事或候補董事在停任日期後，是否仍然擔任這公司的候補董事或董事職位？
Will this director or alternate director continue to hold office as alternate director or director in this company after the date of cessation?

是 Yes 否 No

委任公司秘書／董事（自然人）（第 3 項）

Appointment of Company Secretary/Director (Natural Person) (Section 3)

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

13

身分 Capacity	<input type="checkbox"/> 公司秘書 Company Secretary	<input type="checkbox"/> 董事 Director	<input type="checkbox"/> 候補董事 Alternate Director	代替 Alternate to
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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

14

地址
Address

國家／地區
Country/Region

15

電郵地址
Email Address

16

身分證明 Identification

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	()
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(b) 護照
Passport

簽發國家
Issuing Country

號碼
Number

委任日期 Date of Appointment

<input type="text"/>	<input type="text"/>	<input type="text"/>
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日 DD 月 MM 年 YYYY

17

上述董事或候補董事在獲得這次委任時，是否已經是這公司的現任候補董事或董事？
Is this director or alternate director already an existing alternate director or director in this company at the time of this appointment?

是 Yes

否 No

委任公司秘書／董事 (法人團體) (第 4 項)

Appointment of Company Secretary/Director (Body Corporate) (Section 4)

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

18

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

代替 Alternate to

19

中文名稱
Name in Chinese

19

英文名稱
Name in English

20

地址
Address

國家／地區
Country/Region

21

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)

委任日期 Date of Appointment

日 DD

月 MM

年 YYYY

22

上述董事或候補董事在獲得這次委任時，是否已經是這公司的現任候補董事或董事？
Is this director or alternate director already an existing alternate director or director in this company at the time of this appointment?

是 Yes

否 No

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

註冊非香港公司更改公司秘書及董事申報表(委任／停任)

填表須知 — 表格 NN6

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)的委任。本表格亦用以向處長申報有關公司秘書或董事(包括候補董事)的停任。公司須在出現有關更改的日期後的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公司秘書或董事(包括候補董事)的詳情的更改，請使用表格 NN7。
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。

公司秘書／董事的停任 (第 2 項)

8. 請述明停任者的身分。如屬候補董事，請註明獲代替行事的董事姓名或名稱。
9. 請填報停任的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. 如停任的公司秘書為某商號的所有合夥人，請在供公司秘書(法人團體)申報名稱的空格內申報商號名稱。
11. 如公司秘書或董事去世，請申報其去世日期，作為停任日期。
12. 請述明董事或候補董事在停任後，是否仍然擔任其他董事(包括候補董事)職位。如申報公司秘書的停任，則無需填報此項。

委任公司秘書／董事（自然人）（第 3 項）

13. 請述明獲委任者的身分。如屬候補董事，請註明獲代替行事的董事姓名或名稱。
14. (a) 請申報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。
15. 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。
16. 請申報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」。
17. 請述明獲委任者是否已擔任董事或其他董事的候補董事的職位。如申報公司秘書的委任，則無需填報此項。

委任公司秘書／董事（法人團體）（第 4 項）

18. 請述明獲委任者的身分。如屬候補董事，請註明獲代替行事的董事姓名或名稱。
19. 如某商號的所有合夥人獲委任為公司的聯名公司秘書，請在供公司秘書(法人團體)申報名稱的空格內填報商號名稱。
20. 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。
21. 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。
22. 請述明獲委任者是否已擔任董事或其他董事的候補董事的職位。如申報公司秘書的委任，則無需填報此項。

**RETURN OF CHANGE OF COMPANY SECRETARY AND DIRECTOR
OF REGISTERED NON-HONG KONG COMPANY (APPOINTMENT / CESSATION)**

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

Notes for Completion of Form NN6

Introduction

1. This form should be used to notify the Registrar of Companies (the Registrar) of the appointment of a company secretary or joint company secretaries (company secretary) or director (including an alternate director) of a registered non-Hong Kong company. This form should also be used to notify the Registrar of a company secretary or director (including an alternate director) ceasing to hold office. This form should be delivered to the Registrar for registration within 1 month after the date of change.
2. To report changes in the particulars of a company secretary or director (including an alternate director) of a registered non-Hong Kong company, please use Form NN7.
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 Presentor's Reference. Unless the presentor 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. The 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.

Cessation to Act as Company Secretary / Director (Section 2)

8. Please indicate the capacity(ies) of the person(s) ceasing to act. In the case of an alternate director, please state the name(s) of the principal director(s) to whom he or she or it was the alternate.
9. If the company secretary or director who is a natural person has ceased to hold office and 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 cease to be the joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).
11. For a deceased company secretary or director, the date of death should be given as the date of cessation.
12. Please indicate whether the director or alternate director still holds any directorship(s) (including alternate directorship(s)) after the cessation of appointment. There is no need to complete this item when reporting the cessation of appointment of the company secretary.

Appointment of Company Secretary / Director (Natural Person) (Section 3)

13. Please state the capacity(ies) of the appointee(s). If the appointment concerns an alternate director, please state the name(s) of the principal director(s) to whom the appointee is appointed as the alternate.
14. (a) Please provide the **correspondence address** of the company secretary. If a non-Hong Kong address 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. 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.
15. 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.
16. 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 should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.
17. Please indicate whether the appointee is an existing director or alternate director of the company at the time of appointment. There is no need to complete this item when reporting the appointment of the company secretary.

Appointment of Company Secretary / Director (Body Corporate) (Section 4)

18. Please state the capacity(ies) of the appointee(s). If the appointment concerns an alternate director, please state the name(s) of the principal director(s) to whom the appointee is appointed as the alternate.
19. If all the partners in a firm are appointed as joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).
20. 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.
21. 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.
22. Please indicate whether the appointee is an existing director or alternate director of the company at the time of appointment. There is no need to complete this item when reporting the appointment of the company secretary.