



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

商業登記號碼

Business Registration Number

註 Note

8

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 622 章)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 (Cap. 622) 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」地址及郵政信箱號碼 'Care of' addresses and post office box numbers are not acceptable)

室／樓／座等
Flat/Floor/Block etc.

大廈
Building

街道／屋苑／地段／村等
Street/Estate/Lot/Village etc.

區
District

地區
Region

香港 / HONG KONG

9

(b) 電郵地址 Email Address

9

(c) 香港聯絡電話號碼 Hong Kong Contact Telephone Number

+852

提交人資料 Presentor's Reference

姓名／名稱 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

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

室／樓／座等
Flat/Floor/Block etc.

大廈
Building

街道／屋苑／地段／村等
Street/Estate/Lot/Village etc.

區／市／省／州／郵遞區號等
District/City/Province/
State/Postal Code etc.

國家／地區
Country/Region

(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

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

室／樓／座等
Flat/Floor/Block etc.

大廈
Building

街道／屋苑／地段／村等
Street/Estate/Lot/Village etc.

區／市／省／州／郵遞區號等
District/City/Province/
State/Postal Code etc.

國家／地區
Country/Region

9

(c) 電郵地址 **Email Address**



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)

(如超過一名獲授權代表屬自然人，請用續頁 A 填報 Use Continuation Sheet A if more than 1 authorized representative 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		
香港地址 Hong Kong Address	室／樓／座等 Flat/Floor/Block etc.		
	大廈 Building		
	街道／屋苑／地段／村等 Street/Estate/Lot/Village etc.		
	區 District		
	地區 Region	香港／HONG KONG	
電郵地址 Email Address			

身分識別 Identification

(a) 香港身分證部分號碼 Partial Number of Hong Kong Identity Card		*	*	*	(	*	)
(b) 護照 Passport	簽發國家／地區 Issuing Country/Region						
	部分號碼 Partial 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	☐ 會計師事務所或執業法團 A CPA firm or a corporate practice
中文名稱 Name in Chinese		
英文名稱 Name in English		
香港地址 Hong Kong Address	室／樓／座等 Flat/Floor/Block etc.	
	大廈 Building	
	街道／屋苑／地段／村等 Street/Estate/Lot/Village etc.	
	區 District	
	地區 Region	香港／HONG KONG
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)

14	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	
15	通訊地址 Correspondence Address	室／樓／座等 Flat/Floor/Block etc.		
		大廈 Building		
		街道／屋苑／地段／村等 Street/Estate/Lot/Village etc.		
		區／市／省／州／郵遞區號等 District/City/Province/State/Postal Code etc.		
		國家／地區 Country/Region		
16	電郵地址 Email Address			

17 身分識別 Identification

(a) 香港身分證部分號碼 Partial Number of Hong Kong Identity Card		*	*	*	(	*	)	
(b) 護照 Passport	簽發國家／地區 Issuing Country/Region							
	部分號碼 Partial 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)

18	中文名稱 Name in Chinese			
	英文名稱 Name in English			
19	地址 Address	室／樓／座等 Flat/Floor/Block etc.		
		大廈 Building		
		街道／屋苑／地段／村等 Street/Estate/Lot/Village etc.		
		區／市／省／州／郵遞區號等 District/City/Province/State/Postal Code etc.		
		國家／地區 Country/Region		
16	電郵地址 Email Address			
20	商業登記號碼 Business Registration 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 董事 Directors

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)

21

1 身分
Capacity

☐

董事
Director

☐

候補董事
Alternate
Director

代替 Alternate to

14

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

15

通訊地址
Correspondence
Address

室／樓／座等
Flat/Floor/Block etc.

大廈
Building

街道／屋苑／地段／村等
Street/Estate/Lot/Village etc.

區／市／省／州／郵遞區號等
District/City/Province/
State/Postal Code etc.

國家／地區
Country/Region

16

電郵地址
Email Address

17

身分識別 Identification

(a) 香港身分證部分號碼
Partial Number of Hong Kong Identity Card

 * * * (*)

(b) 護照
Passport

簽發國家／地區
Issuing Country/Region

部分號碼
Partial 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)

21

2 身分
Capacity

☐

董事
Director

☐

候補董事
Alternate
Director

代替 Alternate to

14

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

15

通訊地址
Correspondence
Address

室／樓／座等
Flat/Floor/Block etc.

大廈
Building

街道／屋苑／地段／村等
Street/Estate/Lot/Village etc.

區／市／省／州／郵遞區號等
District/City/Province/
State/Postal Code etc.

國家／地區
Country/Region

16

電郵地址
Email Address

身分識別 Identification

17

(a) 香港身分證部分號碼
Partial Number of Hong Kong Identity Card

 * * * (*)

(b) 護照
Passport

簽發國家／地區
Issuing Country/Region

部分號碼
Partial 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)

21

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

19

地址

Address

室／樓／座等

Flat／Floor／Block etc.

大廈

Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／
State／Postal Code etc.

國家／地區

Country／Region

電郵地址

Email Address

16

商業登記號碼 Business Registration Number

(只適用於在香港註冊的法人團體)

Only applicable to body corporate registered in Hong Kong)

20

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')

--	--

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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22 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

23 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 : _____ 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



本申報表的日期 Date of Return

--	--	--

日 DD 月 MM 年 YYYY

商業登記號碼

Business Registration Number

--

在香港的獲授權代表的詳情(第 7 項)

Details of Authorized Representative in Hong Kong (Section 7)

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

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

室 / 樓 / 座等
Flat / Floor / Block etc.

--

大廈
Building

--

街道 / 屋苑 / 地段 / 村等
Street / Estate / Lot / Village etc.

--

區
District

--

地區
Region

香港 / HONG KONG

電郵地址
Email Address

--

身分識別 Identification

(a) 香港身分證部分號碼

Partial Number of Hong Kong Identity Card

	*	*	*	(	*	)
--	---	---	---	---	---	---

(b) 護照

Passport

簽發國家 / 地區
Issuing Country / Region

--

部分號碼
Partial Number

--

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

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

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

☐ 會計師事務所或執業法團
A CPA firm or a corporate practice

中文名稱
Name in Chinese

--

英文名稱
Name in English

--

香港地址
Hong Kong Address

室 / 樓 / 座等
Flat / Floor / Block etc.

--

大廈
Building

--

街道 / 屋苑 / 地段 / 村等
Street / Estate / Lot / Village etc.

--

區
District

--

地區
Region

香港 / HONG KONG

電郵地址
Email Address

--



本申報表的日期 Date of Return

日 DD	月 MM	年 YYYY
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商業登記號碼
Business Registration Number

--

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

--

通訊地址
Correspondence Address

室 / 樓 / 座等
Flat / Floor / Block etc.

--

大廈
Building

--

街道 / 屋苑 / 地段 / 村等
Street / Estate / Lot / Village etc.

--

區 / 市 / 省 / 州 / 郵遞區號等
District / City / Province / State / Postal Code etc.

--

國家 / 地區
Country / Region

--

電郵地址
Email Address

--

身分識別 Identification

(a) 香港身分證部分號碼

Partial Number of Hong Kong Identity Card

	*	*	*	(	*	)
--	---	---	---	---	---	---

(b) 護照

Passport

簽發國家 / 地區
Issuing Country / Region

--

部分號碼
Partial Number

--

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

中文名稱
Name in Chinese

--

英文名稱
Name in English

--

地址
Address

室 / 樓 / 座等
Flat / Floor / Block etc.

--

大廈
Building

--

街道 / 屋苑 / 地段 / 村等
Street / Estate / Lot / Village etc.

--

區 / 市 / 省 / 州 / 郵遞區號等
District / City / Province / State / Postal Code etc.

--

國家 / 地區
Country / Region

--

電郵地址
Email Address

--

商業登記號碼 Business Registration 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
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商業登記號碼
Business Registration Number

--

董事詳情 (自然人)(第 9A 項)

Details of Director (Natural Person) (Section 9A)

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

21

身分
Capacity

☐ 董事
Director

☐ 候補董事
Alternate
Director

代替 Alternate to

--

14

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

--

15

通訊地址
Correspondence
Address

室／樓／座等
Flat/Floor/Block etc.

--

大廈
Building

--

街道／屋苑／地段／村等
Street/Estate/Lot/Village etc.

--

區／市／省／州／郵遞區號等
District/City/Province/
State/Postal Code etc.

--

國家／地區
Country/Region

--

電郵地址
Email Address

--

16

身分識別 Identification

17

(a) 香港身分證部分號碼
Partial Number of Hong Kong Identity Card

	*	*	*	(	*	)
--	---	---	---	---	---	---

(b) 護照
Passport

簽發國家／地區
Issuing Country/Region

--

部分號碼
Partial Number

--



本申報表的日期 Date of Return

日 DD	月 MM	年 YYYY

商業登記號碼
Business Registration Number

--

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)

21

1 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

--

19

地址
Address

室 / 樓 / 座等
Flat / Floor / Block etc.

--

大廈
Building

--

街道 / 屋苑 / 地段 / 村等
Street / Estate / Lot / Village etc.

--

區 / 市 / 省 / 州 / 郵遞區號等
District / City / Province /
State / Postal Code etc.

--

國家 / 地區
Country / Region

--

16

電郵地址
Email Address

--

20

商業登記號碼 Business Registration Number

(只適用於在香港註冊的法人團體)

Only applicable to body corporate registered in Hong Kong)

--

21

2 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

--

19

地址
Address

室 / 樓 / 座等
Flat / Floor / Block etc.

--

大廈
Building

--

街道 / 屋苑 / 地段 / 村等
Street / Estate / Lot / Village etc.

--

區 / 市 / 省 / 州 / 郵遞區號等
District / City / Province /
State / Postal Code etc.

--

國家 / 地區
Country / Region

--

16

電郵地址
Email Address

--

20

商業登記號碼 Business Registration 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》(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。

註冊非香港公司的成立為法團所在地方具有《公司條例》第 774(1)條所給予的涵義，是指：

- (a) 除(b)項另有規定外，如非香港公司是在香港以外的司法管轄區成立為法團的，並根據該管轄區的法律註冊為公司 — 該管轄區；
- (b) 如非香港公司在它成立為法團後的任何時間 —
 - (i) 曾將其本籍遷往在香港以外的司法管轄區；及
 - (ii) 根據該管轄區的法律註冊為公司，則該公司現時根據其法律而如此註冊的司法管轄區。

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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。公司註冊處在 2023 年 12 月 27 日或之後向註冊的公司所發出的「非香港公司註冊證明書」，亦已採用商業登記號碼作為證明書上的編號。

公司名稱 (第 1 項)

8. 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)

9. 請提供公司的電郵地址及香港聯絡電話號碼以方便聯絡。如上述資料有任何更改，請以表格 **NN9** 通知公司註冊處。

在香港的獲授權代表 (第 7 項)

10. 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」地址及郵政信箱號碼。
11. 請提供獲授權代表的電郵地址(如有的話)以方便聯絡。如電郵地址有任何更改，請以表格 **NN8C** 通知公司註冊處。
12. (a) 請填報屬自然人的獲授權代表的香港身分證的 部分號碼。如該人並非香港身分證持有人，請提供其所持護照的 部分號碼 及簽發國家／地區。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指 —

- (i) 如組成身分識別號碼的字母或數目字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) — 該序列的前半部分；或
- (ii) 如組成身分識別號碼的字母或數目字元序列的字元數目是單數(不包括空位、標點符號及標記符號) — 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

例子：

香港身分證號碼

完整號碼 (包括括號內的數字或字母)	部分號碼 (即所有英文字母及首三個數字)
A123456(7)	A 1 2 3 * * * (*)
AA123456(7)	A A 1 2 3 * * * (*)

護照號碼

完整號碼 (包括標點符號及標記符號)	部分號碼
ABCD1234567	ABCD12
ABCD12345678	ABCD12
ABCD123456789	ABCD123
ABC-123-4	ABC1
#A1234567H(*)	A1234

- (b) 如獲授權代表屬自然人，並曾根據以上描述，在公司註冊處登記其香港身分證或護照的 部分號碼，請填報該 部分號碼。
- (c) 請勿在有關空格內填報完整的身分識別號碼，格內所填報的資料會供公眾查閱。
- (d) 如該項資料未曾在本處登記，請在有關的空格內填上「無」。
13. 如獲授權代表屬律師行或律師法團、會計師事務所或執業法團，請申報其在香港的營業地址。本處不接納「轉交」地址及郵政信箱號碼。

公司秘書或董事 (第 8 及 9 項)

14. 屬自然人的公司秘書或董事的姓名，必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人，則必須與其護照上所載的姓名一致。
15. 請申報屬自然人的公司秘書或董事的通訊地址。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。
16. 請提供公司秘書或董事的電郵地址(如有的話)以方便聯絡。如電郵地址有任何更改，請以表格 NN7 通知公司註冊處。
17. (a) 請填報屬自然人的公司秘書或董事的香港身分證的部分號碼。如該人並非香港身分證持有人，請提供其所持護照的部分號碼及簽發國家／地區。有關填報身分識別的部分號碼的詳情及例子，請參閱附註 12。
(b) 如公司秘書或董事屬自然人，並曾根據附註 12 的描述，在公司註冊處登記其香港身分證或護照的部分號碼，請填報該部分號碼。
(c) 請勿在有關空格內填報完整的身分識別號碼，格內所填報的資料會供公眾查閱。
(d) 如該項資料未曾在本處登記，請在有關的空格內填上「無」。
18. 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。
19. 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。
20. 如在香港註冊的法人團體公司秘書及董事，請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。公司註冊處在 2023 年 12 月 27 日或之後向成立／註冊的公司所發出的「公司註冊證明書」或「非香港公司註冊證明書」，以及公司註冊處向經遷冊公司所發出的「遷冊證明書」，亦已採用商業登記號碼作為證明書上的編號。
21. 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。

帳目 (第 12 項)

22. 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。
23. 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.

Place of incorporation of a registered non-Hong Kong company has the meaning given by section 774(1) of the Companies Ordinance and means:

- (a) Subject to (b), the jurisdiction outside Hong Kong in which a non-Hong Kong company is incorporated and under the law of which it is registered as a company;
- (b) If at any time after the incorporation of a non-Hong Kong company, the non-Hong Kong company —
 - (i) has transferred its domicile to a jurisdiction outside Hong Kong; and
 - (ii) is registered as a company under the law of that jurisdiction,the jurisdiction under the law of which the non-Hong Kong company is currently so registered.

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 Presenter's Reference. Unless the presenter 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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Company Name (Section 1)

8. 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)

9. Please provide the email address and contact telephone number in Hong Kong of the company to facilitate communication. If there is any change in the above information, please use Form NN9 to notify the Companies Registry.

Authorized Representative in Hong Kong (Section 7)

10. Please provide the Hong Kong address of the authorized representative who is a natural person. 'Care of' addresses and post office box numbers are not acceptable.
11. Please provide the email address of the authorized representative, if any, to facilitate electronic communication. If there are any changes in the email address, please use Form NN8C to notify the Companies Registry.
12. (a) Please provide the **partial number** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the **partial number** and issuing country/region of the passport of the authorized representative who is a natural person according to the description of "Partial number" below:

Partial number means —

- (i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or
- (ii) if the identification number comprises a sequence of an odd number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the part that begins with the first character in the sequence and ends with the character that falls on the middle of the sequence.

e.g.

Hong Kong Identity Card Number

Full Number (including the digit or alphabet in brackets)	Partial Number (i.e. all the alphabets and the first three digits)
A123456(7)	A 1 2 3 * * * (*)
AA123456(7)	A A 1 2 3 * * * (*)

Passport Number

Full Number (including punctuation marks and symbols)	Partial Number
ABCD1234567	ABCD12
ABCD12345678	ABCD12
ABCD123456789	ABCD123
ABC-123-4	ABC1
#A1234567H(*)	A1234

- (b) If the authorized representative who is a natural person has previously registered the **partial number** of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description above, please provide that **partial number**.
- (c) Please **DO NOT** fill in the full identification number in the box provided. Information provided in the box is available for public inspection.
- (d) If no such particulars have been registered, please state 'Nil' in the boxes provided.

13. If the authorized representative is a firm of solicitors, a solicitor corporation, or a CPA firm or corporate practice, its business address in Hong Kong should be given. 'Care of' addresses and post office box numbers are not acceptable.

Company Secretary or Directors (Sections 8 and 9)

14. The name of the company secretary or director who is a natural person must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.
15. Please provide the correspondence address of the company secretary or director, 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.
16. Please provide the email address of the company secretary or director, if any, to facilitate electronic communication. If there are any changes in the email address, please use Form NN7 to notify the Companies Registry.
17. (a) Please provide the partial number of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the partial number and issuing country/region of the passport of the company secretary or director who is a natural person. Please refer to Note 12 on the details and examples of partial number.
- (b) If the company secretary or director who is a natural person has previously registered the partial number of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description of Note 12 above, please provide that partial number.
- (c) Please **DO NOT** fill in the full identification number in the box provided. Information provided in the box is available for public inspection.
- (d) If no such particulars have been registered, please state 'Nil' in the boxes provided.
18. 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).
19. 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 are not acceptable.
20. If the company secretary or director is a body corporate registered in Hong Kong, please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. The business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry to companies incorporated/registered on or after 27 December 2023, or the "Certificate of Re-domiciliation" issued to re-domiciled companies.
21. 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.

Accounts (Section 12)

22. 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.
23. If the company can fulfil either of the two conditions listed in Section 12B of this form, no accounts are required to be delivered.