



公司註冊處
Companies Registry

註冊非香港公司更改憲章、法規或
章程大綱等的申報表

Return of Change in the Charter,
Statutes or Memorandum etc. of
Registered Non-Hong Kong Company

表格
Form **NN5**

商業登記號碼
Business Registration Number

註 Note

7 1 公司名稱 Company Name

8 2 經更改的對公司的組織作出規定的文書名稱
Name of Instrument Defining the Company's Constitution which has been Changed

有關文書的經核證副本必須連同本表格交付

A certified copy of the relevant instrument must be delivered with this form

請在適用的空格內加上✓號以標示該份文書已經更改 Please tick the relevant box(es) to indicate which instrument has been changed

- ☐ 憲章 Charter
- ☐ 法規 Statutes
- ☐ 章程大綱(包括章程細則(如有的話))
Memorandum of Association (including Articles, if any)
- ☐ 其他(請註明) Others (Please specify)

3 生效日期 Effective Date of Change

日 DD	月 MM	年 YYYY

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

4 更改詳情 Details of the Change

5

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

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

**《公司條例》(第 622 章)
第 791(1)及 791(2)(a)條規定交付的**

註冊非香港公司更改憲章、法規或章程大綱等的申報表

填表須知 — 表格 NN5

附註

引言

1. 如註冊非香港公司更改其憲章、法規或章程大綱(包括章程細則(如有的話)),或對該公司的組織作出規定的其他文書,該公司須在出現更改的日期後的一個月內,將更改的詳情以本表格交付公司註冊處處長(「處長」)登記。
2. 請劃一以中文或英文申報各項所需資料,所選的語文必須與連同本表格交付的對公司組織作出規定的文書的語文相同。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。
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。

簽署

5. 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。

商業登記號碼

6. 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)

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。

經更改的對公司的組織作出規定的文書名稱 (第 2 項)

8. 本表格必須連同一份該註冊非香港公司的憲章、法規或章程大綱(包括章程細則(如有的話))在更改後的經核證副本,或對該公司的組織作出規定的其他文書在更改後的經核證副本一併交付。如該憲章、法規或章程大綱(包括章程細則(如有的話)),或對該公司的組織作出規定的其他文書既非採用英文,亦非採用中文,則只須交付該憲章、法規、章程大綱或文書的經核證英文或中文譯本。

**RETURN OF CHANGE IN THE CHARTER, STATUTES OR MEMORANDUM ETC.
OF REGISTERED NON-HONG KONG COMPANY**

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

Notes for Completion of Form NN5

Introduction

1. If there is a change in the charter, statutes or memorandum (including articles, if any) of a registered non-Hong Kong company or other instruments defining the company's constitution, the company must, within 1 month after the date of the change, deliver a return containing the particulars of the change in this form to the Registrar of Companies (the Registrar) for registration.
2. Please fill in all particulars and complete all items consistently in either Chinese or English **AND** in the same language used in the instrument defining the company's constitution which is delivered with this form. 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.
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.

Signature

5. 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.

Business Registration Number

6. 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)

7. The company name should be identical to the name which appears in the certificate of registration last issued by the Companies Registry.

Name of Instrument Defining the Company's Constitution which has been Changed (Section 2)

8. This form must be accompanied by a certified copy of the charter, statutes or memorandum (including articles, if any) of the company or any other instruments defining the company's constitution after the change. If the charter, statutes or memorandum (including articles, if any) of the company or any other instruments defining the company's constitution is in a language other than English or Chinese, **only** a certified translation of the charter, statutes, memorandum or instruments in English or Chinese is required to accompany this form.