## DOCUMENT SAMPLES FOR BUSINESS ACCOUNT OPENING

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IDENTIFICATION DOCUMENT & NATIONALITY PROOF (SAMPLE)
National Identity Card bearing name, photo and address
印有姓名、相片及地址的身份证明文件

ADDRESS PROOF – CHINA ID CARD (SAMPLE)
Driving License bearing name, photo and address
印有姓名，相片及地址的駕駛執照
Your final bill came to £14.84

Please pay by 10 September. Look on the back for ways to pay
- This final bill includes charges from the date of your last bill.
- We’ve refunded any basic charges that you’ve paid in advance.
  You’ll see your refunded charges in the ‘Line rental and other basic charges’ section of this bill.

Helpful hints
- You can access answers to your most frequently asked questions by going online at www.bt.com/helpwithmybill

Manage your account online
www.bt.com/myaccount

Your payment slip is on the back
CERTIFICATE OF INCORPORATION

I hereby certify that

Certified by CPA / lawyer /
banker / notary public in a FATF
member / comparable jurisdiction
acceptable to HSBC. HKICS
member or HSBC branch officer

by下列人士簽證為真確的副本:
本行認可的打擊清洗黑錢財務行
動特別組織成員或相應國家的執
業會計師 / 律師 / 往來銀行 / 公證
人，香港特許秘書公會會員或任
何滙豐分行主管

is this day incorporated in Hong Kong under the Companies Ordinance
於本日根據 〈公司條例〉(香港法例第 32 章)
(Chapter 32 of the Laws of Hong Kong) and that this company is limited.
在香港註冊成為有限公司。

Issued on  24 August 2011.
本證書於二零一一年八月二十四日發出。

Certified True Copy

Ms Ada L.L. CHEUNG
Registrar of Companies,
Hong Kong Special Administrative Region

Note 註：
Registration of a company name with the Companies Registry does not confer any trade-mark rights
or any other intellectual property rights in respect of the company name or any part thereof.
公司名稱獲公司註冊處註冊，並不表示獲授予該公司名稱或其任何部分的商標權或任何
其他知識產權。
BUSINESS REGISTRATION CERTIFICATE (SAMPLE)

Please note the following requirements of the Business Registration Certificates:

1. Section 6(6) provides that the issue of a business registration certificate or a branch registration certificate shall not be deemed to imply that the requirements of any law in relation to such business or to the person carrying on the same or employed therein have been complied with.

2. Section 12 provides that valid business registration certificate or valid branch registration certificate shall be displayed at every address where business is carried on.

Please produce this certificate and demand note intact at time of payment. This demand note only becomes a valid business registration certificate upon payment. (Please see payment instructions overleaf)

RECEIVED FEE AND LEVY HERE STATED IN PRINTED FIGURES.

$450.00
Ownership Structure Chart of ABC Company Limited

Ownership structure chart showing the company name, % shareholding, the country of incorporation, the country of business address of each Intermediate Owner up to the Beneficial Owners of the company and specifying the issuance of bearer shares in the chain of ownership (including the company, all Intermediate Owners and Beneficial Owners), certified by director. Indicate if there are family members among the Beneficial Owners and the family’s total collective % shareholding, if applicable.

- Chan Tai Man 5%
- Lee Chi Kong 95%
- Chan Lok Bun 100%

DEF Company Limited
Incorporation: Hong Kong
Business Address: Hong Kong
50%

XYZ Company Limited
Incorporation: Hong Kong
Business Address: Hong Kong
50%

ABC Company Limited
Incorporation: Hong Kong
Business Address: Hong Kong

Declare involvement of family members among the Beneficial Owners as appropriate

Declaration:
1. Chan Tai Man and Chan Lok Bun are family members with total beneficial ownership of 52.5% of ABC Company Limited.
2. Beneficial owners of ABC Company Limited do not consist of family members.

Certified by:

Certification by Director is required

Director Full Name: ____________________

Note: Family members include:
Husband/ Wife/ Partner/ Mother/ Father/ Brother/ Sister/ Son and partner, including son-in-law/ Daughter and partner, including daughter-in-law/ Uncle/ Aunt/ Cousin/ Grandparent/ Niece/ Nephew/ Father-in-law/ Mother-in-law/ Brother-in-law/ Sister-in-law/ Step relatives.

備註: 家庭成員包括:
夫婦/ 伴侶/ 父母/ 祖父母/ 祖父母/ 兄弟姐妹及其配偶/ 親女及其配偶/ 配偶之父母/ 配偶之兄弟姐妹及其配偶/ 父母之兄弟姐妹及其配偶或子女/ 任何親屬
BOARD RESOLUTION (SAMPLE)

ABC COMPANY LIMITED
(Incorporated in Hong Kong with limited liability)

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF THE COMPANY
HELD AT 1ST FLOOR, ABC BUILDING, ABC Road, HONG KONG
ON 2ND MAY 2011 AT 10:30AM

PRESENT: MR CHAN TAI MAN (CHAIRMAN)
           MR LEE SIU MING
           MR LEUNG KA KI
           MS CHEUNG SIU LING
           MR HO MAN TIN

1. CHAIRMAN

A sufficient quorum being present and Mr. Chan Tai Man was in the Chair.

2. OPENING OF HKD CURRENT ACCOUNT 001 WITH THE HONGKONG AND SHANGHAI BANKING CORPORATION LIMITED ("HSBC")

It was resolved that HKD current account 001 with HSBC (the "Bank") be opened in accordance with the terms and conditions as set out in the Bank Mandate for Accounts of a Limited Company, copy of which is attached hereto and forms part of the minutes and that such accounts be operated by the following:-

A) Authorised Signatories:-
   Group A: Group B:
   Chan Tai Man       Leung Ka Ki
   Lee Siu Ming       Cheung Siu Ling
   Ho Man Tin

B) Signing Arrangements:-
   1) Any one from Group A signing singly for any amount;
   2) Any two from Group B signing jointly for any amount;
   3) Any one from Group B signing singly for amount up to HKD1,000,000.

C) Special Conditions:-
   i) The following instructions must be authorized by any one from Group A signing singly:-
      - Opening of any other accounts with the Bank;
      - Closure of any other accounts with the Bank;
      - Accepting any bank facilities with the Bank;
   ii) Either jointly or singly in Group B signatories are specifically not authorized to give any other instructions to the Bank and the Bank may not accept such instructions.
BOARD RESOLUTION (SAMPLE)

It was further resolved that Mr. Lee Siu Ming of the Group A Authorised Signatory of the said accounts, be and is hereby authorized to sign the relevant documents regarding the opening of the said accounts and deliver a duplicate original of this board minutes to the Bank on behalf of the Company.

There being no further business, the Chairman declared the Meeting closed.

Chairman
CERTIFICATE OF INCUMBENCY (SAMPLE)

<Full Legal Company Name>

(the “Company”)

We, (Full Legal Company Name_______________________), a company incorporated under the laws of the (Country__________) and holding a licence under (*Issuing Authority___________) of the said laws, DO HEREBY CERTIFY as follows:

1. (Register Agent Name__________) is the Registered Agent of the Company.

2. The Registered Office of the Company is at (___________________________)

3. According to the records available at the Registered Office of the Company, the Company was duly incorporated pursuant to the (Regulation Act___________) on <Date of Incorporation> with Company Number <Company Number>, validly existing and in good standing under the (Country Law of regulation___________).

4. The Company’s trading address is at < >;

5. The Company’s correspondence address is at < >;

6. A copy of the Certificate of Incorporation of the Company is annexed hereto.

7. A copy of the Memorandum and Articles of Association of the Company is annexed hereto.

8. According to the records available at the Registered Office of the Company, the following is/are the director(s) of the Company:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Appointed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A copy of our file copy of the Register of Directors of the Company is annexed hereto.

9. According to the records available at the Registered Office of the Company, the following is the secretary of the Company:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Appointed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A copy of our file copy of the Register of Secretary of the Company is annexed hereto.

10. According to the records available at the Registered Office of the Company, the following is/are the member(s) of the Company:-

<table>
<thead>
<tr>
<th>Name</th>
<th>No. of Share(s) Held</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A copy of our file copy of the Register of Members of the Company is annexed hereto.
CERTIFICATE OF INCUMBENCY (SAMPLE)

11. According to the records available to the Registered Agent of the Company, the following is/are the beneficial owner(s) of the Company:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Nationality</th>
<th>Address</th>
<th>No. % of share(s) held</th>
</tr>
</thead>
</table>

(Company Name:__________) has conducted a compliance review utilising its own as well as third party resources.
OR
(Company Name:__________) has conducted a compliance review utilising its own as well as third party resources and as a result (Company Name:__________) suggests that the bank may wish to consider additional background checks.

12. The Company is authorized to issue a maximum of ___________ shares of a single class each with a par value of (____________).

13. The Company does not maintain with its corporate records at the Registered Office any evidence of existing mortgage, charge or other encumbrance and based on a search conducted at the Registry of Corporate Affairs (the “Registry”) on < >, no charges have been registered with the Registry in the (Country of Registration_______________).
OR
The Company maintains with its corporate records at the Registered Office a copy of Register of Charges, a copy of which is attached hereto. Based on a search conducted at the Registry of Corporate Affairs (the “Registry”) on < >, a copy of the Register of Charges kept at the Registered Office of the Company is filed at the Registry and no other such Register is filed at the Registry.

14. According to the records available at the Registered Office of the Company, there are no actions, pending or threatened, against the Company and/or its assets and no notice of any litigation filed against the Company and no liquidation or dissolution nor insolvency proceedings have been commenced against the Company.

15. According to the records available at the Registered Office of the Company, the records and underlying documentation are located at < >, and the location of original books and records is at < >. The person who maintains and controls such records and underlying documentation is < > at < >.

16. According to a search made on < > in the Cause Book kept at the (____________________), there is no High Court action to which the Company is a party.

For and on behalf of
(Name of Registered Agent)

____________________________________________________________________________________

Signed by Authorized Signature  
Date: ______________________________________

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DIRECTOR / BENEFICIAL OWNER DECLARATION (SAMPLE)

I, (name ________________________ ) of (address ______________________ ) being a *director / beneficial owner of (company name ______________________ ) (the "Company") hereby confirm and declare that:

1. the place of incorporation of the Company is at ________________________________

2. the business address of the Company is at ________________________________

3. the company's registered office address in the place of incorporation is at ________________

4. the company is still registered and has not been dissolved, wound up, suspended or struck off

5. □ the authorised capital of the Company is (total amount of authorised capital __________________ ) divided into (total number of shares __________________ ) shares of (amount of authorised capital for each share __________________ ) each.

OR

□ the Company is authorised to issue no more than __________________ shares issued *with a par value __________________ / without a par value.

6. the current director(s) of the Company are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. the current secretary of the Company is:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. the current principal shareholder(s) (i.e. companies/individuals with 10% or more of the shares/voting rights of the Company, of which none are held in the form of bearer shares) are:

<table>
<thead>
<tr>
<th>Name</th>
<th>% of Shares</th>
<th>% of Voting Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. the current #beneficial owner(s) (*Please refer to Note a - d below*)

<table>
<thead>
<tr>
<th>Name</th>
<th>% of Shares</th>
<th>% of Voting Rights</th>
<th>Ultimate Control Over Management (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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DIRECTOR / BENEFICIAL OWNER DECLARATION (SAMPLE)

Note:

#Beneficial Owners Information

a. In relation to a corporation (if fulfils any of the following criteria): means an individual who,
   - owns or controls, directly or indirectly, including through a trust or bearer share holding, not less than 10% of the issued share capital of the corporation; or
   - is directly or indirectly, entitled to exercise or control the exercise of not less than 10% of the voting rights at general meetings of the corporation; or
   - exercises ultimate control over the management of the corporation; or
   - if the corporation is acting on behalf of another person, means the other person.

b. In relation to a partnership (if fulfils any of the following criteria): means an individual who,
   - is entitled to or controls, directly or indirectly, not less than 10% share of the capital or profits of the partnership; or
   - is directly or indirectly, entitled to exercise or control the exercise of not less than 10% of the voting rights in the partnership; or
   - exercises ultimate control over the management of corporation; or
   - if the partnership is acting on behalf of another person, means the other person.

c. In relation to a trust (if fulfils any of the following criteria): means an individual who,
   - is entitled to a vested interest in not less than 10% of the capital of the trust property, whether the interest is in possession or in the remainder or reversion and whether it is defeasible or not; or
   - the settler of the trust; or
   - a protector or enforcer of the trust; or
   - an individual who has ultimate control over the trust.

d. In relation to a person other than (a) to (c) (if fulfils any of the following criteria): means an individual who,
   - ultimately owns or controls the persons; or
   - if the person is acting on behalf of another person, mean the other person.

Signature of * Director / Beneficial Owner
Name:
Date:

Note: *Please delete whichever is not appropriate.
CERTIFICATION LETTER (SAMPLE)

From Notary Public/ Lawyer/ CPA/ Registered Agent/ Actuary/ Corporate Secretarial Service Providers/ Member of HKICS

To: The Hongkong and Shanghai Banking Corporation Limited

Date: ______________________

Dear Sirs

I/We ________________________

(name of the Notary Public or Lawyer or CPA or Registered Agent or Actuary or Corporate Secretarial Service Provider or HKICS member) of ________________________________

(address), being a *Notary Public / Lawyer / Certified Public Accountant / Registered Agent / Actuary / Corporate Secretarial Service Provider / Member of the HK Institute of Chartered Secretaries of ________________________________ (country), certify that the information contained in the following attached document(s) is correct and accurate as at the date hereof.

☐ Certificate of Incumbency
☐ Director / Principal Shareholder / Beneficial Owner Declaration
☐ Organisation Chart certified by director

Yours faithfully

____________________________
Signature

Name:

Country of registration:
(Country of registration of the Notary Public or Lawyer or CPA or Registered Agent or Actuary or Corporate Secretarial Service Provider)

Note: *Please delete whichever is not appropriate.
MANDATE AND SIGNATURE CARD (SAMPLE)

To: The Hongkong and Shanghai Banking Corporation Limited

MANDATE FOR ACCOUNTS OF A LIMITED COMPANY

Note: 1. Please complete in Block Letters and tick where applicable.
2. All alterations to this form must be initialed by the Chairman of Meeting.
3. Please note that no company chop needs to be or should be affixed to any part of this form, and even if so affixed, will not form part of the signing authority or mandate under any circumstances.

Name of Company
ABC Company Ltd

Registered Address
Flat A, 1/F, DDD Industrial Building, 1 EEE Road, Kowloon

Date of Meeting
開會日期

At a meeting of the Directors duly held at same as above on 1 March 2010 the following resolutions were passed:

1. That a Type of Account HKD Current and HKD Savings account be opened or continued (as the case may be) with the Bank, and any other account or accounts as may be subsequently directed by any Director(s) or by

   Any one of XYZ CHAN, UWV WONG, HIJ CHEUNG

2. That the Bank be instructed to honour, comply with, act on or accept all cheques, promissory notes, orders, bills or receipts given or accepted on behalf of the Company (as shall be applicable), whether the current account be in credit or overdrawn and to comply with all directions given for or in respect of any account or accounts of any kind whatsoever on behalf of the Company including without limitation to close such account(s) provided that such cheques, promissory notes, orders, bills, receipts or directions are given in such form or manner or by such means as shall be acceptable to the Bank at any time and from time to time by any Director(s) or by

   same as point 1

3. That any Director(s) or same as point 1 be authorized to withdraw and deal with any of the Company's securities or property or documents of title thereto which may be deposited with the Bank for safe custody or in safe deposit from time to time, whether by way of security or otherwise.

4. That any Director(s) or same as point 1 be authorized to arrange with the Bank for advances to the Company by way of discount, loan, overdraft or otherwise, and for the granting of trade finance facilities, foreign exchange facilities, credits and the issue of guarantees by the Bank from time to time as required, and to sign on behalf of the Company any form of deposit and withdrawal, Memorandum of Deposit, Letter of Trust, Mortgage, Hypothecation and Pledge relating to any securities or property or documents of title relating thereto to secure the said advances and any obligations, undertakings, instructions, guarantees, indemnities and counter-indemnities, agreements and any other documents which may be required by the Bank in connection with the aforesaid facilities (including without limitation to sign any Trade Finance General Agreements and to designate any authorized persons thereunder) insofar as they are not by their nature required to be executed under the Common Seal of the Company.

5. That in the absence of any directions to the contrary, all accounts subsequently opened shall be operated and dealt with upon the terms set out above insofar as the same may be applicable.

6. That upon a request being made by the Bank it be supplied with a copy of the Company's Memorandum and Articles of Association, together with copies with any amending resolutions and a copy of the Company's Certificate of Incorporation and/or Certificate to commence business.

7. That the Bank be supplied with a list of names and specimens of signatures of Directors and any other person or persons authorised to sign on behalf of the Company, and be from time to time informed by a completed mandate form or by a certified resolution of the Board of Directors of the Company of any changes which may take place therein, and be entitled to act upon until the receipt of a further completed mandate form or certified resolution as aforesaid.

8. That a copy of any resolution of the Board of Directors of the Company, if purporting to be certified as correct by a Director of the Company or by the Company Secretary, shall as between the Bank and the Company be conclusive evidence of the passing of the resolution so certified.

9. That these resolutions be communicated to the Bank and remain in force until an amending resolution shall have been passed by the Board of Directors and a certified copy thereof shall have been delivered to the Bank.

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Member HSBC Group

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MANDATE AND SIGNATURE CARD (SAMPLE)

I hereby certify that the foregoing are true copies of the resolutions as entered in the Minute Book of the Company and are in accordance with the Articles of Association of the Company.

Dated at the Hong Kong Special Administrative Region this __________ day of __________ 2010

Chairman of Meeting

Directors Authorised to Sign as above

Full Name (Including Surname, Given Name and Other Name) | Date of Birth (Day/Month/Year) | Specimen Signature

Mr XYZ CHAN | 01111111 |
Ms UWV WONG | 121965 |

Full Name (Including Surname, Given Name and Other Name) | Date of Birth (Day/Month/Year) | Specimen Signature

Mr XYZ CHAN | 01111111 |
Ms UWV WONG | 121965 |

Full Name (Including Surname, Given Name and Other Name) | Date of Birth (Day/Month/Year) | Specimen Signature

Mr XYZ CHAN | 01111111 |
Ms UWV WONG | 121965 |

Mandate Completion Date

Mandate Completion Date

Directors who will operate the account

授權書完成日期

授權簽署董事

開會日期

Date of Meeting

Flat A, 1/F, DDD Industrial Building, 1 EEE Road, Kowloon

Flat A, 8/F, OO Garden, Kennedy Town, HK.

Flat V, 2/F, TT Terrace, Mongkok, Kln.
MANDATE AND SIGNATURE CARD (SAMPLE)

Other Persons Authorised to Sign as above

Full Name (Including Surname, Given Name and Other Name)  Date of Birth (Day/Month/Year)  Specimen Signature
Mr HIJ CHEUNG
Identification Document Type
□ HK Identity Card (Permanent Yes □ No) □ Passport
□ Others:
G333333(3)
Complete the information and tick for the PROOFS enclosed (For individuals only)
□ Former Name/Alias:
□ Residential Address:
□ Permanent Address (If different from residential address)

X

The Bank may require other Director(s) who is/are not authorised to operate the account(s) to sign below as the Bank thinks fit:

Full Name (Including Surname, Given Name and Other Name)  Date of Birth (Day/Month/Year)  Specimen Signature
Identification Document Type
□ HK Identity Card (Permanent Yes □ No) □ Passport
□ Others:
Complete the information and tick for the PROOFS enclosed (For individuals only)
□ Former Name/ Alias:
□ Residential Address:
□ Permanent Address (If different from residential address)

X

MANDATE FOR ACCOUNTS OF A LIMITED COMPANY

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Mandate and Signature Card (Sample)

Front Side

The Hongkong and Shanghai Banking Corporation Limited
Business Account Signature Card
Please complete in black ink and sign in black ink only.

Name in Chinese: ABC Company Ltd

Authorized Signature(s):

Mr. XYZ Chan
Ms. UWV Wong
Mr. HIJ Cheung

Any one of three

Back Side

For Bank Use Only

Constitution:
- Limited Company
- Partnership
- Sole Proprietorship
- Others:

Signature Card Amendment:
- Additional Signature Card
- Replacement Signature Card (Supersede All Existing Cards)

Others (Specify above):
- Add
- Delete
- Change

With effect from:

Remarks:

Date Account Opened

Back to top
INCORPORATION FORM (SAMPLE)

<table>
<thead>
<tr>
<th>Note</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>擬採用的公司名稱 (Intended Company Name)</td>
</tr>
<tr>
<td>2</td>
<td>公司類別 (Type of Company)</td>
</tr>
<tr>
<td>3</td>
<td>公司在香港的註冊辦事處擬採用的地址 (The Intended Address of the Company's Registered Office in Hong Kong)</td>
</tr>
<tr>
<td>4</td>
<td>電郵地址 (E-mail Address)</td>
</tr>
</tbody>
</table>

Note: Please refer to the Companies Registry website for the full version of the document sample.

Note: 請於公司註冊處網站查閱完整樣本.
INCORPORATION FORM (SAMPLE)

法團成立表格
(股份有限公司以外的公司)
Incorporation Form
(Company Not Limited by Shares)
(公司條例) 第 14A 條) (Companies Ordinance s. 14A)

Note: Please refer to the Companies Registry website for the full version of the document sample.
注意：請於公司註冊處網站查閱完整樣本
# ANNUAL RETURN (SAMPLE)

**Important Notes**
- Please refer to the Companies Registry website for the full version of the document sample.

## 1. Company Name

### 2. Business Name

### 3. Type of Company

- Private company having a share capital
- Others

### 4. Date of this Return

- The information in this return is made up to

  **Note:** For a private company having a share capital, the information in this return should be made up to the anniversary of the date of incorporation. For other companies, the information should be made up to the date of the annual general meeting (AGM) or the date of written resolution passed in lieu of AGM.

### 5. Address of Registered Office

### 6. E-mail Address

### 7. Presenter's Reference

- Name:
- Address:
- Tel:
- Fax:
- E-mail Address:
- Reference:

**Specification No.** 2008 (Revision) (July 2008)
NOTIFICATION OF CHANGE OF SECRETARY AND DIRECTOR (SAMPLE)

Company Name

Details of Change

A. Cessation to Act as Secretary/ Director

Reason for Cessation

Date of Cessation

Note: Please refer to the Companies Registry website for the full version of the document sample.

注意: 請於公司註冊處網站查閱完整樣本.
Note: Please refer to Inland Revenue Department for the full version of the document sample
注意：請於香港稅務局查閱完整樣本