公司註冊處
Companies Registry

# 更改公司秘書及董事詳情通知書
# Notice of Change in Particulars of Company Secretary and Director

表格 Form **ND2B**

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

註 Note

## 1 公司名稱 Company Name

## 2 公司秘書／董事詳情更改 (自然人)
## Change in Particulars of Company Secretary／Director (Natural Person)

*(如涉及超過一名屬自然人的公司秘書／董事，請用續頁 A 填報 Use Continuation Sheet A if more than 1 company secretary／director, who is a natural person, is involved)*

### 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

9 **中文姓名 Name in Chinese**

**英文姓名 Name in English**
姓氏 Surname
名字 Other Names

10 **身分識別 Identification**
* * * ( * )
香港身分證部分號碼 **Partial Number** of Hong Kong Identity Card
護照部分號碼 **Partial Number** of Passport

| 提交人資料 Presentor's Reference | 請勿填寫本欄 For Official Use |
|---|---|
| 姓名／名稱 Name: | |
| 地址 Address: | |
| 電話 Tel: 傳真 Fax: | |
| 電郵 Email: | |
| 檔號 Reference: | |

表格 **Form** **ND2B**

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

**2** 公司秘書／董事詳情更改 **(自然人)** (續上頁)
**Change in Particulars of Company Secretary／Director (Natural Person)** (cont'd)

**B.** 更改詳情 **Details of Change(s)**

***請只填報有更改的項目 Please complete item(s) with change(s) only***

生效日期 **Effective Date**

**(a)** 中文姓名 **Name in Chinese**

14

日 DD 月 MM 年 YYYY

**(b)** 英文姓名 **Name in English**

姓氏 Surname

名字 Other Names

15 **(c)** 別名 **Alias**

中文 Chinese 英文 English

16 **(d)** 董事的通常住址 **Usual Residential Address of Director**
*(須在 PI-ND2B 頁填報董事新的通常住址 Provide director's new usual residential address in PI-ND2B sheet)*

17 **(e)** 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

**(f)** 電郵地址 **Email Address**

18

**(g)** 香港身分證<u>部分號碼</u> **<u>Partial Number</u> of Hong Kong Identity Card**

19 ( * * * ( * ) )

*(須在 PI-ND2B 頁填報完整身分識別號碼 Provide full identification number in PI-ND2B sheet)*

**(h)** 護照 **Passport**

簽發國家／地區 Issuing Country／Region

<u>部分號碼</u> **<u>Partial Number</u>**

20 **(i)** 信託或公司服務提供者牌照 **Trust or Company Service Provider Licence** *只適用於公司秘書 Only applicable to company secretary*
*(請填報牌照編號或在適用的空格內加上 ✓ 號 Please provide the licence no. or tick the relevant box)*

牌照編號
Licence No.

☐ 無須領有牌照
Not required to obtain a licence

*原因 Reason :*

表格 Form **ND2B**

商業登記號碼 Business Registration Number

## 3 公司秘書／董事詳情更改 (法人團體) Change in Particulars of Company Secretary／Director (Body Corporate)

*(如涉及超過一名屬法人團體的公司秘書／董事，請用續頁 B 填報 Use Continuation Sheet B if more than 1 company secretary／director, which is a body corporate, is involved)*

### 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

11 公司秘書／董事的名稱 Name of Company Secretary／Director

中文 Chinese

英文 English

12 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)*

### 13 B. 更改詳情 Details of Change(s)

***請只填報有更改的項目 Please complete item(s) with change(s) only***

21 (a) 公司秘書／董事的名稱 Name of Company Secretary／Director

生效日期 Effective Date 日 DD 月 MM 年 YYYY

中文 Chinese

英文 English

22 (b) 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

18 (c) 電郵地址 Email Address

20 (d) 信託或公司服務提供者牌照 Trust or Company Service Provider Licence *只適用於公司秘書 Only applicable to company secretary*
*(請填報牌照編號或在適用的空格內加上 ✓ 號 Please provide the licence no. or tick the relevant box)*

牌照編號 Licence No.

☐ 無須領有牌照 Not required to obtain a licence

*原因 Reason :*

本通知書包括下列續頁／PI-ND2B 頁 This Notice includes the following Continuation Sheet(s)／PI-ND2B Sheet(s)

| 續頁 Continuation Sheet(s) | A | B |
|---|---|---|
| 頁數 Number of pages | | |

| PI-ND2B (不會供公眾查閱 NOT for Public Inspection) | |
|---|---|
| 頁數 Number of pages | |

6 簽署 Signed :

姓名 Name : _____ 日期 Date : _____

董事 Director／公司秘書 Company Secretary * 日 DD / 月 MM / 年 YYYY

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

表格 **Form** **ND2B**

**續頁 A Continuation Sheet A**

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

## 公司秘書／董事詳情更改 (自然人) (第 2 項)
## Change in Particulars of Company Secretary／Director (Natural Person) (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

9 **中文姓名 Name in Chinese**

**英文姓名 Name in English**
姓氏 Surname
名字 Other Names

10 **身分識別 Identification**
香港身分證部分號碼 **Partial Number** of Hong Kong Identity Card: ( * * * ( * ) )
護照部分號碼 **Partial Number** of Passport

### 13 B. 更改詳情 Details of Change(s)

***請只填報有更改的項目 Please complete item(s) with change(s) only***

生效日期 **Effective Date** (日 DD / 月 MM / 年 YYYY)

14 **(a) 中文姓名 Name in Chinese**

**(b) 英文姓名 Name in English**
姓氏 Surname
名字 Other Names

15 **(c) 別名 Alias**
中文 Chinese / 英文 English

16 **(d) 董事的通常住址 Usual Residential Address of Director**
*(須在 PI-ND2B 頁填報董事新的通常住址 Provide director's new usual residential address in PI-ND2B sheet)*

17 **(e) 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

18 **(f) 電郵地址 Email Address**

19 **(g) 香港身分證部分號碼 Partial Number of Hong Kong Identity Card**
*(須在 PI-ND2B 頁填報完整身分識別號碼 Provide full identification number in PI-ND2B sheet)*
( * * * ( * ) )

**(h) 護照 Passport**
簽發國家／地區 Issuing Country／Region
部分號碼 **Partial Number**

20 **(i) 信託或公司服務提供者牌照 Trust or Company Service Provider Licence** *只適用於公司秘書 Only applicable to company secretary*
*(請填報牌照編號或在適用的空格內加上 ✓ 號 Please provide the licence no. or tick the relevant box)*
牌照編號 Licence No.
☐ 無須領有牌照 Not required to obtain a licence
*原因 Reason :*

表格
**Form** **ND2B**

**續頁 B Continuation Sheet B**

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

## 公司秘書／董事詳情更改 (法人團體) (第 3 項)
## Change in Particulars of Company Secretary／Director (Body Corporate) (Section 3)

### 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

11 **公司秘書／董事的名稱 Name of Company Secretary／Director**

中文 Chinese

英文 English

12 **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)*

### 13 B. 更改詳情 Details of Change(s)

***請只填報有更改的項目 Please complete item(s) with change(s) only***

21 **(a) 公司秘書／董事的名稱 Name of Company Secretary／Director**

**生效日期 Effective Date**
日 DD 月 MM 年 YYYY

中文 Chinese

英文 English

22 **(b) 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

日 DD 月 MM 年 YYYY

18 **(c) 電郵地址 Email Address**

日 DD 月 MM 年 YYYY

20 **(d) 信託或公司服務提供者牌照 Trust or Company Service Provider Licence** *只適用於公司秘書 Only applicable to company secretary*
*(請填報牌照編號或在適用的空格內加上 ✓ 號 Please provide the licence no. or tick the relevant box)*

**牌照編號** Licence No.

日 DD 月 MM 年 YYYY

☐ **無須領有牌照** Not required to obtain a licence

*原因 Reason :*

# PI-ND2B

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

## 公司秘書／董事詳情更改 (自然人) – 受保護資料
## Change in Particulars of Company Secretary／Director (Natural Person) – Protected Information

23 X **公 眾 紀 錄 不 會 顯 示 此 頁**
**This page will not be shown on the public record**

- 如公司秘書／董事(自然人)的身分識別號碼有所更改，公司須於本頁申報其新的香港身分證或護照的完整號碼。
  **The new full number of Hong Kong Identity Card or passport of a company secretary／director, who is a natural person, should be reported on this page if his or her identification number has been changed.**
- 如董事(自然人)的通常住址有所更改，公司須於本頁申報其新的通常住址。
  **The new usual residential address of a director, who is a natural person, should be reported on this page if his or her usual residential address has been changed.**

*(每一頁 PI-ND2B 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-ND2B 頁填報。*
*Each PI-ND2B sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-ND2B sheet(s).)*

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

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

9 **中文姓名 Name in Chinese**

**英文姓名 Name in English**
姓氏 Surname
名字 Other Names

***請只填報有更改的項目 Please complete item(s) with change(s) only***

24 **身分識別 Identification**

(a) **香港身分證(完整號碼)** Hong Kong Identity Card (**Full** Number) ( )

(b) **護照** Passport
**簽發國家／地區** Issuing Country／Region
**完整號碼** **Full** Number

25 **董事／候補董事的通常住址 Usual Residential Address of Director／Alternate Director**

**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

***(交付表格 ND2B 時，請將所有 PI-ND2B 頁置於最後。***
***Please place all PI-ND2B sheets at the end when delivering the Form ND2B.)***

**《公司條例》(第 622 章)**
**第 645(4) 及 652(2) 條規定交付的**

# 更改公司秘書及董事詳情通知書

## 填表須知 — 表格 ND2B

**附註**

**引言**

**1.** 本表格是用以通知公司註冊處處長(「處長」)公司的公司秘書或聯名公司秘書(「公司秘書」) 或董事(包括候補董事但不包括備任董事)的詳情更改。如公司的公司秘書登記冊或董事登記冊所載的詳情有任何更改，該公司須在有關詳情更改後的 15 日內，將更改的通知以本表格交付處長登記。

**2.** 請使用適當的表格申報下列更改—

| 更改事項 | 表格 |
|---|---|
| 本地公司董事(包括候補董事)或公司秘書的委任或停任 | 表格 ND2A |
| 本地公司備任董事的提名或停任 | 表格 ND5 |
| 本地公司備任董事詳情的更改 | 表格 ND7 |

**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或公司秘書簽署。公司註冊處不接納未簽妥的表格。

**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 日或之後向成立的公司所發出的「公司註冊證明書」，或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。

**現時在公司註冊處登記的詳情 (第 2A 及 3A 項)**

**8.** 請述明詳情有所更改者的身分。

**9.** 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。

**10.** (a) 為識別身分，請填報香港身分證的***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***。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**<br>**(包括括號內的數字或字母)** | **部分號碼**<br>**(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**<br>**(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) 如公司秘書或董事屬自然人，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」。

**11.** 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)填報名稱的空格內填報商號名稱。

**12.** 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。

**更改詳情 (第 2B 及 3B 項)**

**13.** 請在適當的空格內申報公司秘書或董事的***新詳情***，並在相關的空格內註明生效日期。沒有更改的詳情無需填報。

**14.** 請填報公司秘書或董事的新姓名，該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.** 如申報公司秘書或董事的新增別名，請在空格內將該公司秘書或董事現有的所有別名(包括已在公司註冊處登記的別名)一併填報，以便正確更新紀錄。

**16.** 如屬自然人的董事的***通常住址***有所更改，請在相關的空格內註明生效日期，並於 PI-ND2B 頁內填報該董事新的通常住址。PI-ND2B 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-ND2B 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-ND2B 頁填報。

**17.** (a) 請申報屬自然人的公司秘書***在香港的通訊地址***，本處不接納非香港地址及郵政信箱號碼。

(b) 請申報屬自然人的董事的***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。

**18**. 請提供或更新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，亦請以本表格通知公司註冊處。

**19.** (a) 請申報公司秘書或董事新的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持新護照的***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 10。

(b) ***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。

(c) 請另外於 PI-ND2B 頁內填報公司秘書或董事完整的香港身分證號碼或護照號碼。PI-ND2B 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-ND2B 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-ND2B 頁填報。

(d) 如公司秘書或董事不再持有香港身分證或任何護照，請在有關的空格內填上「無」，亦無需提交 PI-ND2B 頁。

**20.** 根據《打擊洗錢及恐怖分子資金籌集條例》(第 615 章)(「該條例」)第 53F 條，任何人如在未領有處長批給的「信託或公司服務提供者牌照」(「牌照」)的情況下在香港經營信託或公司服務業務，即屬犯罪。

如公司秘書為信託或公司服務持牌人，請在有關的空格內填報其牌照編號。

如公司秘書是憑藉該條例第 53B 條無須領有牌照以經營信託或公司服務業務；或並非以業務形式在香港經營信託或公司服務，因而未領有牌照，請在適用的空格內加上✓號，並提供無須領有牌照的原因。如對是否應該領有牌照存有疑問，請瀏覽信託及公司服務提供者註冊辦事處(「該辦事處」)的網站(www.tcsp.cr.gov.hk)查閱有關信託或公司服務提供者發牌制度的詳情，或向該辦事處查詢。如有需要，請就有關事宜尋求獨立的法律意見。

**21.** 在申報屬法人團體的董事或公司秘書更改名稱時，須列明新的公司全名(即中文及英文名稱)。例如：屬法人團體的董事的名稱加入了新的中文名稱或更改現有的中文名稱而英文名稱沒有任何更改，便須在填報新董事名稱的方格內填上新的或已更改的中文名稱***及***現有的英文名稱。

**22.** (a) 如公司秘書屬法人團體，請註明其在***香港***的註冊辦事處或主要辦事處的地址。本處不接納非香港地址、「轉交」地址及郵政信箱號碼。

(b) 如董事屬法人團體，請註明其註冊辦事處或主要辦事處的地址。本處不接納「轉交」地址及郵政信箱號碼。

**公司秘書／董事詳情更改 (自然人) - 受保護資料 (PI-ND2B)**

**23.** 在 PI-ND2B 頁所填報的香港身分證號碼或護照號碼及通常住址為受保護資料。PI-ND2B 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-ND2B 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-ND2B 頁填報。

**24.** 請填報屬自然人的公司秘書或董事新的香港身分證的完整號碼。如該人並非香港身分證持有人，請填報其所持新護照的完整號碼及簽發國家／地區。

**25.** 請填報屬自然人的董事或候補董事新的通常住址，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」地址及郵政信箱號碼。公司秘書無需填報其通常住址。

**NOTICE OF CHANGE IN PARTICULARS OF COMPANY SECRETARY AND DIRECTOR**

**For the purposes of sections 645(4) and 652(2) of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form ND2B**

**Introduction**

**1.** This form should be used to notify the Registrar of Companies (the Registrar) of any change in particulars of the company secretary or joint company secretaries (company secretary) or director (including an alternate director but excluding a reserve director) of a company. This form should be delivered to the Registrar for registration within 15 days after the change in the particulars contained in the company's register of company secretaries or register of directors.

**2.** Please use the appropriate form to report the following changes —

| Types of changes | Forms |
|---|---|
| Appointment or cessation of appointment of a director (including an alternate director) or the company secretary of a local company | Form ND2A |
| Nomination or cessation of nomination of the reserve director of a local company | Form ND5 |
| Changes in particulars of the reserve director of a local company | Form ND7 |

**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.** This form must be signed by a director or the company secretary. A form which is not properly signed will be rejected by the Companies Registry.

**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 incorporated on or after 27 December 2023 or re-domiciled companies, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Re-domiciliation" issued by the Companies Registry respectively.

**Particulars Currently Registered with the Companies Registry (Sections 2A and 3A)**

**8.** Please indicate the capacity(ies) of the person(s) whose particulars have changed.

**9.** 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.

**10.** (a) For identification purposes, please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** of passport 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 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 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.

**11.** 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).

**12.** 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.

**Details of Change(s) (Sections 2B and 3B)**

**13.** Please state only the ***new particulars*** of the company secretary or director in the appropriate box(es) provided and specify the effective date of change in the corresponding box. There is no need to state those particulars which remain unchanged.

**14.** Please provide the new name of the company secretary or director. The new name 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.** To report the addition of an alias, please also state all the other aliases (including the alias which has been registered with the Companies Registry) of the company secretary or director in the box provided to facilitate correct updating of the record.

**16.** If the ***usual residential address*** of the director who is a natural person has been changed, please specify the effective date of change in the corresponding box and report the new usual residential address of the director separately on a PI-ND2B sheet. PI-ND2B sheet and the information reported therein are withheld from public inspection.

Each PI-ND2B sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-ND2B sheet(s).

**17.** (a) Please provide the ***correspondence address in Hong Kong*** of the company secretary who is a natural person. Non-Hong Kong addresses and post office box numbers are not acceptable.

(b) Please provide the ***correspondence 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'. Post office box numbers are not acceptable.

**18.** Please provide or update 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 also use this form to notify the Companies Registry.

**19.** (a) Please provide the new ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the new ***partial number*** and issuing country／region of the passport of the company secretary or director. Please refer to Note 10 on the details and examples of ***partial number***.

(b) Please ***DO NOT*** fill in the full identification number in the box provided. Information provided in the box is available for public inspection.

(c) Please report the full Hong Kong Identity Card number or passport number of the company secretary or director separately on a PI-ND2B sheet. PI-ND2B sheet and the information reported therein are withheld from public inspection.

Each PI-ND2B sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-ND2B sheet(s).

(d) If the company secretary or director no longer holds a Hong Kong Identity Card or any passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-ND2B sheet.

**20.** It is an offence under section 53F of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615) (AMLO) to carry on a trust or company service business in Hong Kong without a trust or company service provider (TCSP) licence granted by the Registrar.

If the company secretary is a TCSP licensee, please provide his / her / its Licence Number in the box provided.

If the company secretary is not required, by virtue of section 53B of the AMLO, to obtain a TCSP licence to carry on a trust or company service business or is not carrying on a trust or company service in Hong Kong by way of business, and, therefore, has not obtained a licence, please tick the relevant box and state the reason for not requiring to obtain a licence. If there are doubts as to whether it is necessary to obtain a licence or not, please visit the website of the Registry for Trust and Company Service Providers (the TCSP Registry) (www.tcsp.cr.gov.hk) for details of the licensing regime for TCSPs or approach the TCSP Registry for enquiry. Please seek independent legal advice on the matter, if necessary.

**21**. For reporting a change of name of a director or company secretary which is a body corporate, please state the new company name in full (i.e. both English and Chinese names). For example, if the name of a director which is a body corporate has been changed by adding a new Chinese name or replacing an old Chinese name without any change in its English name, the existing English name should still be stated together with the new Chinese name in the box provided for the new name of the director.

**22.** (a) If the company secretary is a body corporate, the address of its registered or principal office in ***Hong Kong*** should be given. Non-Hong Kong addresses, 'care of' addresses and post office box numbers are not acceptable.

(b) If the director is a body corporate, the address of its registered or principal office should be given. 'Care of' addresses and post office box numbers are not acceptable.

**Change in Particulars of Company Secretary／Director (Natural Person) - Protected Information (PI- ND2B)**

**23.** Hong Kong Identity Card number or passport number and usual residential address reported on PI-ND2B sheet are protected information. PI-ND2B sheet and the information reported therein are withheld from public inspection.

Each PI-ND2B sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-ND2B sheet(s).

**24.** Please state the new full Hong Kong Identity Card number, or in the absence of a Hong Kong Identity Card, the new full number and issuing country／region of the passport of the company secretary or director.

**25.** Please state the new usual residential address of the director or alternate director. If a non-Hong Kong address is given, please also complete the box for 'Country／Region'. 'Care of' addresses and post office box numbers are not acceptable. A company secretary is not required to report such information.