

APPLICATION FORM FOR CHANGE OF COMPANY'S INFORMATION (AFCl_V1-09)
更改公司数据申请书 (AFCl_V1-09)

Please complete the form in BLOCK LETTERS 请以英文正楷填写此表格。If not applicable, please fill in "N/A"如有不适用者, 请填上"不适用"。

| Information of Applicant / Company 申请人/公司资料 | | | |
|---|--|--|--|
| Name of Company 公司名称 | | | |
| Business Registration No. 商业登记证号码 | | Name of Contact Person 联络人姓名 | |
| Contact No. 联络电话 | | Fax No. 传真 | |
| Contact Address 联络地址 | | | |
| Email 电邮 | | Effect Date of Change (dd/mm/yy) 更改生效日期 | |
| I / we hereby authorize General Secretarial Limited to handle the following issue 本人/ 我们现委托将军秘书有限公司处理下列事宜: | | | |
| Proposed New Company Name 拟更改之公司名称 | | | |
| Name in English 英文名称 | | | |
| Name in Chinese 中文名称 | | | |
| New Registered Office Address 拟更改公司之注册地址 | | | |
| <input type="checkbox"/> Use General's address as registered office address 使用将军的地址为公司注册地址 (please complete the Application Form For Virtual Office Service 请填写虚拟办公室服务申请书(APVO_V1-09)) | | | |
| <input type="checkbox"/> Use the following address as new registered office address 以下列地址为拟更改之公司注册地址 | | | |
| Change of Director / Company Secretary 更改董事 / 公司秘书 | | | |
| Position 身份 | | <input type="checkbox"/> Director 董事 <input type="checkbox"/> Company Secretary 公司秘书 | |
| Name in English 英文名称 | | Name in Chinese 中文名称 | |
| H.K.I.D. / Passport No. 香港身份证/护照号码(*) | | Nationality 国籍 | |
| Business Registration No. 商业登记证号码(*) | | Company No. 公司编号 | |
| Address 地址(*) | | | |

| Change of Director / Company Secretary 更改董事 / 公司秘书 | | | |
|---|---|-------------------------|---|
| Position 身份 | <input type="checkbox"/> Director 董事 | | <input type="checkbox"/> Company Secretary 公司秘书 |
| Name in English 英文名称 | | Name in Chinese 中文名称 | |
| H.K.I.D. / Passport No. 香港身份证/护照号码(*) | | Nationality 国籍 | |
| Business Registration No. 商业登记证号码(*) | | Company No. 公司编号 | |
| Address 地址(*) | | | |
| Share Transfer or Share Allotment 股份转让或分配 | | | |
| Position 身份 | <input type="checkbox"/> Share Transferor 股份让卖人 | | No. of Shares 股数 _____ |
| | <input type="checkbox"/> Share Transferee 股份受让人 | | |
| Name in English 英文名称 | | Name in Chinese 中文名称 | |
| H.K.I.D. / Passport No. 香港身份证/护照号码(*) | | Nationality 国籍 | |
| Business Registration No. 商业登记证号码(*) | | Company No. 公司编号 | |
| Address 地址(*) | | | |
| Position 身份 | <input type="checkbox"/> Share Transferor 股份让卖人 | | No. of Shares 股数 _____ |
| | <input type="checkbox"/> Share Transferee 股份受让人 | | |
| Name in English 英文名称 | | Name in Chinese 中文名称 | |
| H.K.I.D. / Passport No. 香港身份证/护照号码(*) | | Nationality 国籍 | |
| Business Registration No. 商业登记证号码(*) | | Company No. 公司编号 | |
| Address 地址(*) | | | |
| Witness of Documents to be Signed 文件签署之见证人 | | | |
| No need to fill in the following block if documents will be signed in our office 如亲临本公司签署文件, 则无需填写本栏。 | | | |
| Name 姓名 | | | |
| Address 地址 | | | |

(*) Please provide copy of H.K.I.D.Card / Passport and Proof of Residential Address of **NEW** Director(s), Shareholder(s) and Company Secretary for verification purpose.

请附上**新加入**董事、股东及公司秘书之香港身份证或护照副本及住址证明, 以供核对。

Terms and Remarks 條款及备注

1. Once this form is signed and sent to us, the order is confirmed. If client would like to cancel the order, cancellation charge of HK\$ 500 should be collected.
此表格经签妥及交给我们, 委托便已作实, 如客户欲取消委托, 我们将收取 HK\$ 500 手续费。
2. After all details of application are confirmed as final, handling fee of HK\$ 300 should be collected for each revision, i.e. name / address of company, particulars of shareholders'/ directors'/company secretary's etc.
当我们确定 阁下之有关申请资料后, 阁下如欲更改资料, 如公司名称/地址、股东、董事、公司秘书数据等, 我们将收取每项 HK\$ 300 文件处理费。
3. No refund for services fee and deposit.
任何情况下, 不设退款。
4. Personal Information Statement: All personal information will be used for change of the above company's information only.
个人资料搜集声明: 所有数据只用作更改有关公司之资料之用, 绝不用于其他用途。

I / we hereby confirm that 本人/ 我们现确认:

- 1) I / we have obtained proper authorization from relevant person to sign this application form.
本人/ 我们已获得相关人士之正式授权签署此申请书。
- 2) I / we ensure all information provided is true and correct.
本人/ 我们证明所提供之数据正确无误。
- 3) I / we understand and agree the above terms and remarks.
本人/ 我们明白和同意上述之条款及备注。
- 4) I / we agree to undertake all the costs and fees incurred.
本人/ 我们承诺按时足额支付所需之服务费用。

Signature & Company Chop (if any)

签名及公司印 (如适用)

Date 日期: