|  |  |  |  |
| --- | --- | --- | --- |
| 公 司 註 冊 處 Companies Registry | 公司秘書及董事辭職通知書Notice of Resignation ofCompany Secretary and Director |  | |
|  | 表格 Form | ND4 |

|  |  |
| --- | --- |
|  | 公司編號Company Number |
| **註Note** | {companyCode} |

1 公司名稱Company Name

|  |
| --- |
| {companyEnName}  {companyCnName} |

1. 公司秘書／董事的辭職Resignation of Company Secretary／Director

|  |
| --- |
| 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)*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 身分 | *✓* |  | 公司秘書 |  |  | 董事 |  |  | 候補董事 | 代替Alternate to |
|  | Capacity |  |  | Company  Secretary |  |  | Director |  |  | Alternate  Director |  |

公司秘書／董事的詳情 (自然人) Particulars of Company Secretary／Director (Natural Person)

|  |  |
| --- | --- |
| 中文姓名  Name in Chinese | NIL |

|  |  |  |
| --- | --- | --- |
| 英文姓名  Name in English | 姓氏Surname | NIL |
|  |  |
| 名字  Other Names | | NIL |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 身分證明  Identification |  |  |  |  |  |  |  |  |  |  |  | ) |  | - |
|  | 香港身分證號碼  Hong Kong Identity Card Number | | | | | | | | | | | |  | 護照號碼  Passport Number |

或OR CHINA ID NO: NIL

|  |
| --- |
| 公司秘書／董事的詳情 (法人團體) Particulars of Company Secretary／Director (Body Corporate) |
| 中文及英文名稱Chinese and English Names |
| {companySecretryEn}  {companySecretryCn} |

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| --- |
| B.辭職詳情Details of Resignation |

|  |  |  |  |
| --- | --- | --- | --- |
| 辭職日期  Date of Resignation | {resignDateD} | {resignDateM} | {resignDateY} |
|  | 日DD | 月MM | 年YYYY |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 上述董事或候補董事在辭職日期後，是否仍然擔任這公司的候補董事或董事職位?  Will this director or alternate director continue to hold office as alternate director or director in this company after the date of resignation? |  |  |  | 是 Yes |
|  |  |  |  |
|  |  |  | 否No |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 提交人資料Presentor’s Reference | | | | | | | 請勿填寫本欄For Official Use |
| 姓名Name: | | {submitUser} | | | | |  |
| 地址Address: | | {submitAddr} | | | | |
| 電話Tel: |  | | | 傳真Fax: |  | |
| 電郵Email: | |  | | | | |
| 檔號Reference: | | |  | | | |
|  | | | | | |  | |
| 指明編號1/2014 (2014年3月) Specification No. 1/2014 (March 2014) | | | | | | | |

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| --- | --- | --- | --- |
| 表格 | ND4 |  | 公司編號Company Number |
| Form |  | {companyCode} |

3 辭職通知Notice of Resignation

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

|  |  |  |
| --- | --- | --- |
|  |  | 按照上述公司的章程細則或本人與該公司訂立的協議的規定，本人須向該公司發出辭職通知；本人亦已按照該規定發出辭職通知。  I am required by the articles of the above-named Company or by an agreement with the Company to give notice of resignation to the Company and I have given notice of resignation in accordance with the requirement. |
|  |  |
|  |  |  |
|  |  | 按照上述公司的章程細則或本人與該公司訂立的協議的規定，本人須向該公司發出辭職通知。本人並未按照該規定發出通知，但已將辭職通知的印本送交該公司；或將該通知的電子版發送予該公司；或將該通知留在該公司的註冊辦事處。  I am required by the articles of the above-named Company or by an agreement with the Company to give notice of resignation to the Company. I have not given notice of resignation in accordance with the requirement but I have sent the notice of resignation to the Company in hard copy form or in electronic form, or have left it at the registered office of the Company. |
|  |  |
|  |  |  |
| *✓* |  | 按照上述公司的章程細則或本人與該公司訂立的任何協議，本人不須向該公司發出辭職通知。  I am not required by the articles of the above-named Company or by any agreement with the Company to give notice of resignation to the Company. |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 簽署Signed : | {signUser} | 日期Date : | {date} |
| 姓名Name : |
| 辭職的公司秘書／~~董事~~ \* |  | 日DD / 月MM / 年YYYY |
|  | Resigning Company Secretary／~~Director~~ \* |  |  |

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

|  |  |
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