

致: 香港灣仔告士打道 郵政局郵箱 29015 號 稅務局局長收

商業登記

通知更改業務地址

根據《商業登記條例》第310章第8(1)條的規定,現通知貴局,

To: Commissioner of Inland Revenue P.O. Box 29015 Gloucester Road Post Office, Wan Chai, Hong Kong

Business Registration

Notification of Change of Business Address Pursuant to section 8(1) of the Business Registration Ordinance,

Cap. 310, I hereby notify you that the following business has changed 下述業務已更改其業務地址,詳情如下: its business address. Details are as follows: *商業/分行登記號碼 *Business / Branch Registration Number *業務/分行名稱 *Business / Branch Name 變更發生日期(附註1) Date of Change (Note 1) (日 day / 月 month / 年 year) 業務地址/註冊辦事處地址 更改地址的類別(請在適當空格註上「√」號) Business Address / Registered Office Address Type of address to be amended (Please tick the appropriate box) 分行的營業地址 Business Address of the Branch 原有地址 Original Address: 新地址 New Address: (H = 香港及離島 H.K. and Outlying Islands 地域 Area Code K = 九龍 KLN N = 新界 N.T.) 請以中文**或**英文填寫 Please complete either in Chinese **OR** in English 中 文 Chinese 英 文 English 單位編號 座號 樓數 樓宇/大廈名稱 Name of Bldg 門牌號數及街道名稱 No. & Name of St District 請以上述的新地址作爲下列方格內有「√」號的相關稅務檔案的通訊地址: Please also use the above new address as the POSTAL address of the related tax files as indicated by an " $\sqrt{}$ " in the box(es) below: 上述業務的利得稅檔案。(不適用於獨資業務。獨資業務的東主應填寫 I.R.表格第 1249 號,以更改其個別人士報稅表檔案的通訊地址。) Profits Tax file of the ABOVE business. (Not applicable to a sole proprietorship. The sole proprietor/proprietress of a business should complete the form I.R.1249 to change the postal address of his/her Tax Return-Individuals file.) 上述業務的僱主填報的薪酬及退休金報稅表檔案。Employer's Return of Remuneration and Pensions file of the ABOVE business. 職位(附註2)(請在適當空格註上「√」號。) 簽署 Designation (Note 2) (Please tick the appropriate box) Signature 簽署人姓名 □ 東主 Sole proprietor Name of Signer □ 合夥人 Partner *身分證號碼/護照號碼/公司秘書的商業登記號碼 □ 董事 Director □ 公司秘書 Company secretary □ 經理 Manager □ 主要高級人員 Principal officer (其他 Others) *Identity card no./ passport no./ business registration no. of company secretary 電話號碼 Telephone no._ 日期 Date

附註/Notes

事先通知恕不接受。Advance notice will not be accepted.

*請刪去不適用的。Please delete as appropriate.

業務經營者須簽署此通知書。請參閱背頁資料。This notice must be signed by the business operator. Please see the information overleaf.

通知更改商業登記資料/結業

- 《商業登記條例》規定,在業務資料發生變更或結業後,業務經營者須於1個月內以書面通知稅務局局長。
- 不遵辦上述任何事項,即屬違法,可處最高 5,000 元罰款及監禁一年。

如何通知

- 填妥下述表格或來信通知。
- 業務經營者須簽署通知書:

獨資業務:東主合夥業務:合夥人

- 法人團體:董事、公司秘書或經理

- 非法人團體:主要高級人員

- 將已簽署的信件/表格連同下述的證明文件:
 - 寄往香港灣仔告士打道郵政局郵箱29015號;或
 - 親身交到商業登記署,地址:香港灣仔告士打 道5號稅務大樓4樓。

Notify Changes of Business Registration Particulars / Cessation of Business

- If there is any change in the business registration particulars or cessation of business, the business operator is required under the Business Registration Ordinance to notify the Commissioner of Inland Revenue in writing within one month of such change or cessation.
- Failure to comply with the above requirements may lead to prosecution. The maximum penalty is \$5,000 and imprisonment for one year.

How to Notify

- By completing a standard form or by letter.
- Notification must be signed by the business operator:
 - Sole proprietorship: sole owner
 - Partnership: partner
 - Body corporate: director, company secretary or manager
 - Other body of persons: principal officer
- The properly completed and signed letter / standard form must be submitted together with supporting documents mentioned below:
 - by post to P.O. Box 29015, Gloucester Road Post Office, Wan Chai, Hong Kong; or
 - in person at the Business Registration Office, 4/F,
 Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong.

	表格號碼#	須提交的文件
	Form No.#	Supporting Document Required
更改登記事項 Changes in Registration Particulars		
業務名稱 Business name	IRC3110A	-
法團名稱 Corporate name	IRC3110A	公司註冊處簽發的「公司更改名稱證書」影印本 A copy of the Certificate of Change of Name issued by the Companies Registry
業務地址 Business address	IRC3111A	-
註冊辦事處地址 Registered office address	IRC3111A	-
業務性質 Business nature	IRBR193	-
增加或減少合夥人 Admission or Retirement of partner	IRBR64	新加入的合夥人的身分證或護照或商業登記證影印本 A copy of the Hong Kong identity card or passport or business registration certificate of the newly admitted partner
東主或合夥人的住址 Residential address of sole proprietor or partner	-	-
東主或合夥人的姓名	-	身分證或護照或商業登記證影印本
Name of sole proprietor or partner		A copy of the Hong Kong identity card or passport or business registration certificate
東主或合夥人的身分證或護照號碼 Hong Kong identity card no. or passport no. of sole proprietor or partner	-	身分證或護照影印本 A copy of the Hong Kong identity card or passport
結業 Cessation of Business		
法人團體 Body Corporate	IRC3113	有關清盤的特別決議案影印本。如屬申請撤銷不營運公司註冊,由公司註冊處簽發的批准撤銷註冊信影印本 A copy of the special resolution for liquidation, or in case of deregistration, a copy of the approval letter issued by the Companies Registry
其他業務 Other business	IRC3113	-

[#]表格可在稅務局網頁 www.ird.gov.hk 下載或使用「表格傳真服務」(2598 6001) 索取。

The form can be downloaded from the Department's web site at www.ird.gov.hk or obtained from the Fax-A-Form Service (2598 6001)