



公 司 註 冊 處  
COMPANIES REGISTRY

香港金鐘道 66 號金鐘道政府合署 14 樓  
14th Floor, Queensway Government Offices,  
66 Queensway, Hong Kong

新公司註冊組 New Companies Section

電話 Tel: 2867 2587

日期：二〇二五年七月二十五日

Date: 25 July 2025

致提交人

To presenter: ABC Company Limited

**領取證明書**  
**Collection of Certificate(s)**

下列公司的證明書於下一個工作日下午 2 時起可供領取。提交人可在上述時間後的任何一個工作日在本處 14 樓新公司註冊組櫃台開放時間內領取證書。

領取證明書時**必須出示此通知書及以下證明**：

- (i) 提交人如屬個人，須出示身分證明文件例如身分證或護照；
- (ii) 提交人如屬公司，須出示公司印章

如提交人委託他人代領，該代領人必須向本處交付提交人簽署的授權書（須註明獲授權代表的身分證或護照號碼）以作紀錄，及出示授權書上註明的身分證明文件。本處**不會**向任何未能出示此通知書及身分證明文件或公司印章的人士發出證明書。

The certificate(s) of the company(ies) listed below are available for collection from 2:00 p.m. of the next working day. After the abovementioned time, presentors can collect the certificates during the opening hours of the counters on any working day at the New Companies Section of this Registry on the 14<sup>th</sup> Floor.

This notification **must be produced together** with the following for collection of the certificate(s):

- (i) If the presenter is an individual, the identification document such as identity card or passport;
- (ii) If the presenter is a company, the company chop.

If presentors send a representative to collect the certificate(s) on their behalf, the representative has to deliver a written authorisation signed by the presentors (with identity card number or passport number of the representative stated) for our records and produce the identification document stated in the written authorisation. The Registry will **NOT** issue certificate(s) to any person who fails to produce this notification and the required identification document / company chop.

7XXXXXXX

XYZ COMPANY LIMITED

致：資料更改組

商業登記號碼：7XXXXXXX

本人欲於本通知書發出日期的下一個工作日親身到商業登記署領取已更新的商業登記證。上述公司的營業地址已更改，屆時，有關的業務地址變更通知書（IRC3111A）將會一併提交。

聯絡人：XXX XXX XXX

聯絡電話：XXXXXXXX