



稅務局  
商業登記署  
香港灣仔告士打道5號  
稅務大樓4樓

INLAND REVENUE DEPARTMENT  
BUSINESS REGISTRATION OFFICE  
4/F, REVENUE TOWER  
5 GLOUCESTER ROAD, WAN CHAI  
HONG KONG

## 選擇3年有效期的商業登記證 Election for 3-year Business Registration Certificate

根據《商業登記條例》(第310章)第6(5C)條的規定，現通知貴局，本人欲就下述業務，選擇繳交3年有效期的商業登記證：

Pursuant to section 6(5C) of the Business Registration Ordinance (Cap. 310), I wish to elect for 3-year Business Registration Certificate in respect of the following business:

商業登記號碼 Business Registration Number	<input type="text"/>
業務名稱 Business Name	<input type="text"/>
生效年度 (附註1及2) Effective Year (Note 1 and 2)	<input type="text"/>
逾期選擇的原因 (附註3) Reasons for late election (Note 3)	<input type="text"/>

簽署  
Signature

簽署人姓名  
Name of Person Signing

香港身分證號碼  
Hong Kong Identity Card No.

職位  
Designation

[ 即是：董事、秘書、經理 (如屬法人團體) /  
合夥人或主要職員 (如屬商號 / 或  
非屬法團的團體) / 或東主 ]

[i.e. Director, Secretary, Manager in the case of Body Corporate /  
Partner or Principal Officer in the case of Firm or Body  
Unincorporate / or Proprietor]

電話號碼  
Telephone Number

日期  
Date

(附註一 轉下頁)  
(Notes - Overleaf)

## 附註 Notes

- (1) 有關選擇一經作出將持續有效，直至正式撤銷為止。如欲撤銷有關選擇，請於一張有效的 3 年商業登記證屆滿前 1 個月或之前向局長發出書面通知。  
An election shall remain valid until such time as it is revoked. An election may be revoked by a notice in writing to the Commissioner at any time not later than 1 month before the expiry date endorsed on a valid 3-year certificate.
  
- (2) 你的選擇將會同時適用於業務的總行及所有分行。如你下一張登記證的生效日期是 2011 年 1 月 1 日，請於“生效年度”欄填上“2011”。  
The election is applicable to both the main office and all branches of the business. If your next certificate commences on 1 January 2011, please state “2011” in the field of “Effective Year”.
  
- (3) 如你現有的登記證將於 2010 年 12 月 31 日屆滿，你必須於 2010 年 11 月 30 日或之前作出選擇。否則，你下一張由 2011 年 1 月 1 日開始生效的登記證仍然是一張 1 年有效期的登記證，而你的選擇要待再下一張由 2012 年 1 月 1 日開始生效的登記證才生效。如你仍欲就 2011 年 1 月 1 日開始生效的登記證作出逾期選擇，請說明原因〔例如：不在香港、疾病或其他合理因由〕導致你未能準時作出選擇。  
If your current certificate will expire on 31 December 2010, your election must be made on or before 30 November 2010. Otherwise, your next certificate commencing on 1 January 2011 will still be a 1-year certificate and your election will only be applicable to the certificate commencing on or after 1 January 2012. If you wish to pursue your late election for the certificate commencing on 1 January 2011, please state the reason (for example, absence from Hong Kong, sickness or other reasonable cause) preventing you from lodging the election on time.
  
- (4) 儘管總行或分行業務在三年登記證有效期內結束營業，已繳的商業或分行登記費及徵費均不會獲得退還。  
The business registration fee and levy will not be refunded even though the business or the branch may cease to be carried on before the expiry of the validity period of a 3-year certificate.
  
- (5) 請將已填妥及簽署的表格寄往香港灣仔告士打道郵政局郵箱 29015 號或親身交到位於香港灣仔告士打道 5 號稅務大樓 4 樓商業登記署。  
Please submit the properly completed and signed form 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.
  
- (6) 有關查詢，請瀏覽本局網頁：[www.ird.gov.hk](http://www.ird.gov.hk) 或致電 187 8088。  
For enquiries, please visit our web site: [www.ird.gov.hk](http://www.ird.gov.hk) or call 187 8088.