

致: 香港九龍協調道 郵政局郵箱 29015 號 税務局局長收

## 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 條的規定,現通知貴局,下述業務已更改其業務地址,詳情如下:

To: Commissioner of Inland Revenue P.O. Box 29015 Concorde Road Post Office Kowloon, Hong Kong

# **Business Registration Notification of Change of Business Address**

Pursuant to section 8 of the Business Registration Ordinance (Cap. 310), I hereby notify you that the following business has changed its business address. Details are as follows:

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·商業/分行登記號碼 ·Business / Branch Registration Number								_			(見附註 (See Note	e)
		(附註	:如是絲	恩行,訂	<u> </u>	000 ] 。	Note : F	lease fill	l in "00	0" for M	Iain Busii	ness.)
*業務/法團/分行名稱 *Name of Business /Corporation	n /Branch											
變更發生日期(附註 1)				/		/						
Date of Change (Note 1)	(日 day / 月 month / 年 year)  □ 業務地址 Business Address  □ 分行的營業地址 Business Address of the Branch											
更改地址的類別(請在適當空格內加上「x」號)												
Type of address to be amended (Please put an "x" in the appropriate of address to be amended (Please put an "x" in the appropriate of address to be amended (Please put an "x" in the appropriate of address to be amended (Please put an "x" in the appropriate of address to be amended (Please put an "x" in the appropriate of address to be amended (Please put an "x" in the appropriate of address to be amended (Please put an "x" in the appropriate of address to be amended (Please put an "x" in the appropriate of address to be amended (Please put an "x" in the appropriate of address to be amended (Please put an "x" in the appropriate of address to be amended (Please put an "x" in the appropriate of address to be addressed and a	priate box)	<u></u> 5	分行的·	営業均	也址 B	usines	s Add	ress of	the B	ranch		
<b>原有地址 Original Address</b> : 比欄必須填寫This part must be completed)												
新地址 New Address:	地域 Aı	rea Code			港 H.							
 請只用 <b>中文或英文</b> 填寫 Please complete in <b>either Chi</b> n	nogo on F	naliah o		(= 九	龍 KI	LN N	[= 新	界 N.T.	)			
明 文 Chinese(附註2)	nese of E	ngnsn o	шу									
Clinics (Marz)							Τ		]			
											7	
											-	
<del></del>												
(或 or)												
英文 English (Note 2)												
單位編號 座號 Flat/Rm Block	]	樓數 Floor										
樓字/大廈名稱												
Name of Bldg 門牌號數及街道名稱												
No. & Name of St. 地區				+								
District												
〔此欄只適用於總行,不適用於分行。This part is only	y <mark>applicab</mark> l	le to Mai	n Busi	ness (	Not a	pplica	ble to	Branc	h Bus	siness)		
1欲以上述的新地址作為相關稅務檔案的通訊地址,請												
lease put an "x" in the box(es) below if the above new add												
上述業務的利得稅檔案( <u>不適用</u> 於獨資業務。獨資業務												. 41
Profits Tax file of the ABOVE business (Not applicable to form IR1249 to change the postal address of his/her Tax R		_		oie pro	prieto	/propri	etress c	or a busi	iness s	nouia c	ompiete	tne
上述業務的僱主填報的薪酬及退休金報稅表檔案 Emp				on and	Densi	one file	of the	A ROVE	hucin	000		
									z ousin			
<b>署</b>		戦銜 ( 附記								>		
gnature		Designation (Note 3) (Please put an "x" in the appropriate box) 法團 (例如有限公司) Body corporate (e.g. Limited company)										
署人姓名 une of Signer	1							g. Limi 秘書 Se			)	
署人的*身分證號碼/護照號碼/商業登記號碼	[	」 <sup>里要,</sup> 其他業務				·······································		NO EL DI	Jordan,	,		
相がよう 対抗型がしている Base no./ business registration no. of Signer						oprieto	r (Sole	-proprie	etorshij	p)		
, tt	[	] 合夥/	Partr	ier								
					rincip	al offic	cer [其	他非屬	屬法團	的團	體 Othe	er bod
如簽署人是代表「法團董事」或秘書公司簽署,請填上該法團/秘書公 養登記號碼。否則,請填上簽署人的身分證號碼或護照號碼。If signed fo	or and on	uninc	orporat	e]								
chalf of a "corporate director" or secretarial firm, please fill in the gistration number of that body corporate or secretarial firm. In all other ease fill in the identity card number or passport number of the signer.)		日期 Date			_							-
*請刪去不適用的。Please delete as appropriate.	『話號碼 ′	<b>Feleph</b> o	ne no.								_	

### 附註

- 變更發生日期前的通知恕不接受。業務地址必須是香港 地址,本局不接納非香港地址、「轉交」地址或郵政信 箱號碼。
- 2. 中文地址(包括符號及空格)不可超過 58 字,英文地址(包括符號及空格)則不可超過 90 個字母。
- 3. 此通知書須經業務經營者簽署。
- 4. 《商業登記條例》(第 310 章)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。
- 5. 不遵辦上述規定,即屬違法,可處最高 5,000 元罰款及 監禁一年。

#### 收集個人資料聲明

你有責任提供本表格所要求的個人資料。假如你未能提供所 需資料,你的申請/通知將不獲接納。

你提供的個人資料將用於稅務及商業登記用途及可供任何人士根據《商業登記條例》(第310章)第19及19A條查閱,以根據該條例第19B條確定某項業務是否已根據該條例登記及已登記的業務的詳情。本局亦可能會把部分該等資料交給法例授權接收的其他人士。除了《個人資料(私隱)條例》(第486章)規定的豁免範圍之外,你有權要求查閱及改正你的個人資料。有關要求應向商業登記主任提出,其地址為香港九龍啟德協調道5號稅務中心2樓。

#### 怎樣通知

- 填妥本表格或來信通知。本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。
- 將已填妥及簽署的通知書(正本):
  - 寄往香港九龍協調道郵政局郵箱 29015 號; 或
  - 親身交到商業登記署,地址:香港九龍啟德協調道 5號稅務中心2樓。
- 動物物表格傳真/電郵給商業登記署。

#### Notes

- Advance notice will not be accepted. Business address
  must be a Hong Kong address. Non-Hong Kong
  addresses, 'care of' addresses or post office box numbers
  are not acceptable.
- 2. The length of the address (including punctuations, symbols and spaces) cannot exceed 58 characters for a Chinese address and 90 characters for an English address.
- 3. This notice must be signed by the business operator.
- 4. If there is any change in the business registration particulars or cessation of business, the business operator is required under the Business Registration Ordinance (Cap. 310) to notify the Commissioner of Inland Revenue in writing within one month of such change or cessation.
- 5. Failure to comply with the above requirements may lead to prosecution. The maximum penalty is \$5,000 and imprisonment for one year.

#### **Personal Information Collection Statement**

It is obligatory for you to supply the personal data as required by this form. If you fail to supply the required data, your application / notification will not be accepted.

The personal data provided by you will be used for tax and business registration purposes and may be made available for public inspection pursuant to sections 19 and 19A of the Business Registration Ordinance (Cap. 310) so as to enable any person to ascertain whether a business is registered under that ordinance and the particulars of the businesses so registered, in accordance with section 19B of that ordinance. The Department may also give some of such data to other parties authorized by law to receive it. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), you have the right to request access to and correction of your personal data. Such request should be addressed to the Business Registration Officer at 2/F, Inland Revenue Centre, 5 Concorde Road, Kai Tak, Kowloon, Hong Kong.

#### **How to Notify**

- By completing this standard form or by letter. This form can be downloaded from the Department's website (www.ird.gov.hk) or obtained from the Fax-A-Form Service (2598 6001).
- The properly completed and signed notification (original) must be submitted:
  - by post to P.O. Box 29015, Concorde Road Post Office, Kowloon, Hong Kong; or
  - in person at the Business Registration Office, 2/F, Inland Revenue Centre, 5 Concorde Road, Kai Tak, Kowloon, Hong Kong.
- Please DO NOT send the form to Business Registration Office by fax/email.