



## 商業登記 — 合夥人變更通知書

業務名稱：	
商業登記號碼：	日間聯絡電話號碼：

### 第 I 部：新加入合夥人的詳情

中文姓名 (請註明 先生/女士/小姐)	英文姓名 (請用正楷，先寫姓氏及 註明先生/太太/女士/小姐)	*身分證號碼 / 護照號碼及簽發國家 / 商業登記號碼	住址	加入日期 (日/月/年)	簽署
				/ /	
				/ /	

\* 請附上上述合夥人的身分證/護照/商業登記證的影印本。

### 第 II 部：退出合夥人的詳情

中文姓名 (請註明 先生/女士/小姐)	英文姓名 (請用正楷，先寫姓氏及 註明先生/太太/女士/小姐)	身分證號碼 / 護照號碼及簽發國家 / 商業登記號碼	住址	退出日期 (日/月/年)	簽署
				/ /	
				/ /	

### 第 III 部：所有現時的其他合夥人簽署

姓名				
簽署				

日期：\_\_\_\_\_

#### 收集個人資料聲明

你提供的資料將用於稅務用途。本局亦可能會把部分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》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。

#### 重要事項

1. 你須於已出現合夥人變更的日期起計一個月內以書面方式通知本局。
2. 如變更合夥人的數目超過本表格所能提供的欄數，你可用多份表格填寫。在此情況下，請所有現時的其他合夥人在每份表格上簽署，並把所有表格釘在一起，一併交回辦理。
3. 請把填妥的表格連同所須證明文件寄往香港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。



## Business Registration - Notification of Change in Partner(s)

Business Name:	
Business Registration No.:	Day-time Contact Phone No.:

### Part I : Details of Incoming Partner(s)

Name in English (Please in BLOCK letter, surname first and state Mr./ Mrs./ Ms./ Miss)	Name in Chinese (Please state Mr./ Ms./ Miss)	*Identity Card No./ Passport No. and issuing country/Business Registration No.	Residential Address	Date of Admission (DD/MM/YYYY)	Signature
				/ /	
				/ /	

\* Please attach a copy of the Identity Card/Passport/Business Registration Certificate in respect of each of the abovementioned partner(s).

### Part II : Details of Outgoing Partner(s)

Name in English (Please in BLOCK letter, surname first and state Mr./ Mrs./ Ms./ Miss)	Name in Chinese (Please state Mr./ Ms./ Miss)	Identity Card No./ Passport No. and issuing country/Business Registration No.	Residential Address	Date of Retirement (DD/MM/YYYY)	Signature
				/ /	
				/ /	

### Part III : Signed by ALL other Remaining Partner(s):

Name				
Signature				

Date : \_\_\_\_\_

#### Personal Information Collection Statement

The Department will use the information provided by you for tax purposes and may give some of the information to other parties authorized by law to receive it. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of your personal data. Such request should be addressed to the Business Registration Officer.

#### Important Notes

- You should submit the notification within one month from the date of admission/retirement of partner(s).
- You can use more than one copy of the form if the columns are not sufficient for completion. In that case, all the other remaining partner(s) are required to sign on each copy of the form. Please staple all the forms together and submit them for registration.
- The properly completed and signed form must be submitted together with the necessary supporting documents by post to P.O. Box 29015, Gloucester Road Post Office, Hong Kong; or in person at the Business Registration Office, 4/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong.