



致：香港灣仔告士打道
郵政局郵箱 29015 號
稅務局局長收

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

商業登記
通知更改業務地址

Business Registration
Notification of Change of Business Address

根據《商業登記條例》第 310 章第 8(1)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：

Pursuant to section 8(1) of the Business Registration Ordinance,
Cap. 310, I hereby notify you that the following business has changed
its business address. Details are as follows:

*商業／分行登記號碼 *Business / Branch Registration Number	<input type="text"/>
*業務／分行名稱 *Business / Branch Name	<input type="text"/>
變更發生日期（附註 1） Date of Change (Note 1)	____/____/____ (日 day / 月 month / 年 year)
更改地址的類別（請在適當空格註上「√」號） Type of address to be amended (Please tick the appropriate box)	<input type="checkbox"/> 業務地址 Business Address <input type="checkbox"/> 分行的營業地址 Business Address of the Branch
原有地址 Original Address :	
新地址 New Address :	
<input type="text"/>	地域 Area Code (H = 香港及離島 H.K. and Outlying Islands 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	
<input type="text"/>	
英文 English	
單位編號 Flat/Rm	<input type="text"/>
樓字/大廈名稱 Name of Bldg	<input type="text"/>
門牌號數及街道名稱 No. & Name of St.	<input type="text"/>
地區 District	<input type="text"/>
請以上述的新地址作為下列方格內有「√」號的相關稅務檔案的通訊地址： Please also use the above new address as the <u>POSTAL</u> address of the related tax files as indicated by an “√” in the box(es) below :	
<input type="checkbox"/> 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IR1249 表格，以更改其個人土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 IR1249 to change the postal address of his/her Tax Return-Individuals file.)	
<input type="checkbox"/> 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.	

簽署
Signature _____
簽署人姓名
Name of Signer _____
*身分證號碼／護照號碼／公司秘書的商業登記號碼
*Identity card no./ passport no./ business registration no.
of company secretary _____
電話號碼 Telephone no. _____

職位（附註 2）（請在適當空格註上「√」號。）
Designation (Note 2) (Please tick the appropriate box)
 東主 Sole proprietor
 合夥人 Partner
 董事 Director 公司秘書 Company secretary 經理 Manager
 主要高級人員 Principal officer (其他 Others)
日期 Date _____

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

附註

1. 事先通知恕不接受。
2. 業務經營者須簽署此通知書。
3. 《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。
4. 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：
 - 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。

Notes

1. Advance notice will not be accepted.
2. This notice must be signed by the business operator.
3. 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.
4. 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 this standard form or by letter. (This 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).)
- The properly completed and signed notification must be submitted:
 - 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.