



樣本 SPECIMEN

商業登記號碼：
B.R. NO.:

[第3(1)條]
[reg. 3(1)]

表格 1(b)
FORM 1(b)
商業登記規例
BUSINESS REGISTRATION REGULATIONS
法人團體的商業登記申請書
Application by a body corporate for registration

A 段
SECTION A.

A 部
PART A

見附註 1
See Note 1

1. 如法人團體是在香港成立為法團：
If body corporate is incorporated in Hong Kong:

見附註 2
See Note 2

- (a) 法人團體名稱：
Name of body corporate:
(i) 英文名稱：
In English:
(ii) 中文名稱：
In Chinese:
- (b) 註冊辦事處地址：
Address of registered office:
- (c) 成立為法團的日期：
Date of incorporation:

2. 如法人團體並非在香港成立為法團，而是《公司條例》（第 622 章）第 2(1) 條所界定的非香港公司：
If body corporate is not incorporated in Hong Kong and is a non-Hong Kong company as defined by section 2(1) of the Companies Ordinance (Cap. 622):

見附註 3
See Note 3

- (a) 法人團體名稱：
Name of body corporate: XXX LTD
- (b) 成立為法團的地點：
Place of incorporation: BVI
- (c) 其詳情已向公司註冊處處長交付的居港的人的姓名及地址：
Name and address of person or persons resident in Hong Kong whose particulars have been delivered to Registrar of Companies: CHAN TXX MXX of FLAT XXX, BLOCK X, CITY TWO, KOWLOON
- (d) 根據《公司條例》（第 622 章）第 777 條發出的註冊證明書的日期：
Date of the certificate of registration issued under section 777 of the Companies Ordinance (Cap. 622): 1 JANUARY 2023

3. 如法人團體並非在香港成立為法團，亦不是《公司條例》（第 622 章）第 2(1) 條所界定的非香港公司：
If body corporate is not incorporated in Hong Kong and is not a non-Hong Kong company as defined by section 2(1) of the Companies Ordinance (Cap. 622)

見附註 4
See Note 4

- (a) 法人團體名稱：
Name of body corporate:
- (b) 成立為法團的地點：
Place of incorporation:
- (c) 成立為法團的日期：
Date of incorporation:

(轉後頁)
(Continued overleaf)

B 部
PART B

4. 所經營業務的資料：
Business carried on:

(a) 所用名稱：

Name under which carried on:

(i) 英文名稱：

In English: XXX LTD

(ii) 中文名稱：

In Chinese: XXX 有限公司

見附註 5
See Note 5

(b) 營業地點的地址：

Address of place of business: ROOM XXXX, XX DES VOEUX

ROAD C., HONG KONG

(c) 業務描述及業務性質：

Description and nature of business: TRADING

(d) 開業日期：

Date commenced: 1 JANUARY 2023

見附註 6
See Note 6

如在此後任何時間有任何適用商業登記證（在《商業登記條例》（第 310 章）第 6 條中界定）就上述業務發出，本人欲／不欲 * 選擇該等商業登記證內所註明的屆滿日期均為自其內所註明的生效日期起計的 3 年屆滿之日。

I wish/do not wish* to elect that the expiry date to be endorsed on all applicable business registration certificates (as defined in section 6 of the Business Registration Ordinance (Cap. 310)) to be issued at any time hereafter in respect of the above business shall be the date of the expiration of 3 years from the date of commencement endorsed thereon.

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申請人證明書

CERTIFICATE OF APPLICANT

本人核證本申請書所列詳情屬實。

I certify that the particulars set out in this application are true.

日期：
Date: 1 JANUARY 2023

簽署：
Signed: 

全名：
Full name (in block letters): CHAN TXX MXX

在法人團體內的職銜：
Designation within the body corporate: MANAGER

(例如：董事，經理或秘書)
(i.e. director, manager or secretary)

* 刪去不適用者
* Delete as appropriate.

B 段 Section B.	On-line Updated on:	
本署專用。 For official use only.	TC 3101	TC 3105
	TC 3102	TC 3106
	TC 3104	



Inland Revenue Department Business Registration Office

NOTES FOR COMPLETING FORM 1(b)

(These guidance notes do not form part of Form 1(b))

- Note 1 — This form must be signed and dated by the director, manager or secretary of the body corporate. Please fill in all particulars and complete all items in **BLOCK LETTERS** using **DARK BLUE** or **BLACK PEN**. To facilitate data input, please complete all items in English, wherever possible. If Chinese is applicable, **traditional Chinese characters** should be used. The aforesaid signatory must also sign against all alterations and deletions with the same signature. The properly completed and signed application form together with the required supporting documents (see Note 2, 3 or 4 below) and the payment (see Note 7 below) may be submitted in person or through your representative to the Business Registration Office at 2/F, Inland Revenue Centre, 5 Concorde Road, Kai Tak, Kowloon, Hong Kong or by post to the Commissioner of Inland Revenue, P.O. Box 29015, Concorde Road Post Office, Kowloon, Hong Kong. Only forms that are printed by and according to the specifications of the Department are acceptable for application purposes. Photocopy of the forms **MUST NOT** be used for submission of application.
- Note 2 — **Companies incorporated under the Companies Ordinance (other than local companies incorporated under the One-stop Company and Business Registration Service)**: Please state the FULL registered name of the company and submit a **copy of the Certificate of Incorporation** issued by the Companies Registry. If the company has commenced business, please also complete Part B of the form. A company which has not yet commenced business at the time of registration must notify this office and furnish the relevant business particulars in writing **within 1 month from the date of commencement of business**.
- Note 3 — **Non-Hong Kong Companies registered under the Companies Ordinance (other than non-Hong Kong Companies registered under the One-stop Company and Business Registration Service)**: Please state the FULL registered name of the company and submit a **copy of the Certificate of Registration of Non-Hong Kong Company** issued by the Companies Registry. If the company has commenced business, please also complete Part B of the form. A company which has not yet commenced business at the time of registration must notify this office and furnish the relevant business particulars in writing **within 1 month from the date of commencement of business**.
- Note 4 — **Other body corporates (other than companies and non-Hong Kong companies incorporated / registered under the Companies Ordinance)**: Please state the FULL registered name of the body corporate and submit a **copy of the Certificate of Incorporation (or its equivalent) issued by the relevant government authority in the place of incorporation of the body corporate**. Part B of the form should also be completed. Please note that the business name should be the same as the name of the body corporate as state in Item 3 of Part A.
- Note 5 — 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.
- Note 6 — A business registration certificate is normally valid for 1 year, running from the date of commencement of business (or anniversary date) to the date immediately before the next anniversary. However, under section 6(5C) of the Business Registration Ordinance (Cap. 310), you may elect for the issue of business registration certificates that are valid for 3 years. An election under section 6(5C) is also applicable to the branch registration certificates of all branches of the business. The expiry date of any branch registration certificate shall be the same as the expiry date of the current business registration certificate of the main business.
- Note 7 — This form must be submitted with the correct business registration fees and levies for the Protection of Wages on Insolvency Fund. Please refer to the business registration fee and levy table uploaded onto the IRD website (www.ird.gov.hk/eng/pdf/brfee_table.pdf) for details of the total amount payable under a certificate. If this form is submitted by post, please send a **crossed cheque** in Hong Kong Dollars payable to "The Government of the HKSAR". Please do not send cash.

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.