



公 司 註 冊 處
COMPANIES REGISTRY

新公司註冊組 New Companies Section

地址: 香港金鐘道 66 號金鐘道政府合署 14 樓
Address: 14th Floor, Queensway Government Offices,
66 Queensway, Hong Kong.

電話 Tel: 2867 2587

日期 : 二 0 一 一 年 六 月 十 六 日
Date : 16 June 2011

致提交人

To presentor : ABC Company Limited

領取證書

Collection of Certificate(s)

請攜同你的身份證或公司印章(如屬公司) 於下一個工作日下午二時後到本處 14 樓新公司註冊組領取下述公司的證書。如你委託他人代領，該人必須向本處交付你的授權書（須註明獲授權代表的身份證明文件號碼），以作紀錄。本處不會向任何未能出示身份證明文件或公司印章的人士發出證書。

Please bring your identity card or the company chop (for corporation or firm) on the **next working day after 2:00 p.m.** to collect the certificate(s) of the following company at the New Companies Section of this Registry on the 14th Floor. If you send a representative to collect the certificate(s) on your behalf, he has to produce your written authorisation (with identification no. of the representative) for our records. The Companies Registry will NOT issue certificate(s) to any person who fails to produce the required identification document / company chop.

1234567

XYZ COMPANY LIMITED

To: Amendment Section

Business Registration Number: XXXXXXXXX

I would like to collect the amended Business Registration Certificate in person on the next working day from the date of this notice. The company has changed its business address and a notification of change of business address (IRC3111A) will be submitted.

Contact Person: XXX XXX XXX

Contact Phone No.: XXXXXXXXX