



## 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/小姐/女士)	英文姓名 (請用正楷及先寫姓氏)	*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
				/ /	
				/ /	

### 第 II 部：退出合夥人的詳情

中文姓名 (請註明 先生/小姐/女士)	英文姓名 (請用正楷及先寫姓氏)	*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
				/ /	
				/ /	

\* 請附上上述合夥人的身分證/護照/商業登記證的影印本。

### 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，本局亦可能將部分資料交給法例授權接收的其他人士。除《個人資料(私隱)條例》另訂的豁免外，你有權要求查閱或更正個人資料，有關申請須以書面向商業登記主任提出，並註明你的商業登記號碼、業務名稱及營業地址。

#### 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. 如合夥人人數超過本表格所提供的欄數，可多用一份表格。在此情況下，請把所有表格一併提交。
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	*Identity Card No./ Passport No. and issuing country/Business Registration No.	Residential Address	Date of Admission (DD/MM/YYYY)	Signature
				/ /	
				/ /	

### 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	*Identity Card No./ Passport No. and issuing country/Business Registration No.	Residential Address	Date of Retirement (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 III: Signed by ALL other Remaining Partner(s):

Name			
Signature			

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

#### Personal Information Collection Statement

The Inland Revenue Department (IRD) 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. Subject to exemptions under the Personal Data (Privacy) Ordinance, you have the right to request access to or correction of personal data. Such request should be addressed to the Business Registration Officer. Please also quote your business registration number, the business name and business address.

#### Important Notes

1. You should submit the notification within one month from the date of admission/retirement of partner(s).
2. Use another form if insufficient columns for completion. In that case, please staple and submit all forms together.
3. 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, Wanchai, Hong Kong.