



## 選擇3年有效期的商業登記證 Election for 3-year Business Registration Certificate

根據《商業登記條例》(第310章)第6(5C)條的規定，現通知貴局，本人欲就下述業務，選擇繳交3年有效期的商業登記證：  
Pursuant to section 6(5C) of the Business Registration Ordinance (Cap. 310), I wish to elect for 3-year Business Registration Certificate in respect of the following business:

商業登記號碼 Business Registration Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
業務名稱 Business Name	.....
生效年度 (附註1及2) Effective Year (Note 1 and 2)	.....
逾期選擇的原因 (附註3) Reasons for late election (Note 3)	.....

簽署  
Signature

簽署人姓名  
Name of Signer

身分證號碼/護照號碼(簽發國家)/商業登記號碼  
(附註4)

Identity card no./ passport no. (place of issue)/ business  
registration no. of Signer (Note 4)

職位  
Designation

[ 即是：董事、經理、秘書 (法人團體) /  
東主/合夥人(合夥業務) /  
主要高級人員 (其他非屬法團的團體) /  
普通合夥人、獲授權代表、投資經理  
(有限合夥基金)]

[i.e. Director, Manager, Secretary (Body corporate) /  
Proprietor / Partner (Partnership) /  
Principal officer (Other body unincorporate) / General partner;  
Authorized representative, Investment manager  
(Limited partnership fund)]

電話號碼  
Telephone Number

日期  
Date

(附註 — 轉下頁)  
(Notes – Overleaf)

## 附註 Notes

- (1) 有關選擇一經作出將持續有效，直至正式撤銷為止。如欲撤銷有關選擇，請於一張有效的3年商業登記證屆滿前1個月或之前向局長發出書面通知。  
An election shall remain valid until such time as it is revoked. An election may be revoked by a notice in writing to the Commissioner at any time not later than 1 month before the expiry date endorsed on a valid 3-year certificate.
- (2) 你的選擇將會同時適用於業務的總行及所有分行。如你下一張登記證的生效日期是2025年5月1日，請於“生效年度”欄填上“2025”。  
The election is applicable to both the main office and all branches of the business. If your next certificate commences on 1 May 2025, please state “2025” in the field of “Effective Year”.
- (3) 如你現有的登記證是於2025年4月30日屆滿，你必須於2025年3月31日或之前作出選擇。否則，你下一張由2025年5月1日開始生效的登記證仍然是一張1年有效期的登記證，而你的選擇要待再下一張由2026年5月1日開始生效的登記證才生效。如你仍欲就2025年5月1日開始生效的登記證作出逾期選擇，請說明原因〔例如：不在香港、疾病或其他合理因由〕導致你未能準時作出選擇。  
If your current certificate expires on 30 April 2025, your election must be made on or before 31 March 2025. Otherwise, your next certificate commencing on 1 May 2025 would still be a 1-year certificate and your election would only be applicable to the certificate commencing on or after 1 May 2026. If you wish to pursue your late election for the certificate commencing on 1 May 2025, please state the reason (for example, absence from Hong Kong, sickness or other reasonable cause) preventing you from lodging the election on time.
- (4) 如簽署人是「法團董事」或秘書公司，必須填上其商業登記號碼。如未能提供商業登記號碼，請提交簽署人成立為法團的地方的有關政府機構發出的「公司註冊證書」或同等性質文件的副本。否則，請填上簽署人的身分證號碼或護照號碼。  
If the signer is a “corporate director” or secretarial firm, please fill in its business registration number. If business registration number is not available, supply a copy of the Certificate of Incorporation (or its equivalent) of the signer issued by the relevant government authority in its place of incorporation. In all other cases, please fill in the identity card number or passport number of the signer.
- (5) 儘管總行或分行業務在三年登記證有效期內結束營業，已繳的商業或分行登記費及徵費均不會獲得退還。  
The business/branch registration fee and levy paid will not be refunded even though the business/branch has ceased to be carried on before the expiry of the validity period of a 3-year certificate.
- (6) 請將已填妥及簽署的表格（正本）寄往香港九龍協調道郵政局郵箱29015號或親身交到位於香港九龍啟德協調道5號稅務中心2樓的商業登記署。請勿將表格傳真／電郵給商業登記署。  
Please submit the properly completed and signed form (original) by post to P.O. Box 29015, Concorde Road Post Office, Kowloon, Hong Kong or in person at the Business Registration Office, 2/F., Inland Revenue Centre, 5 Concorde Road, Kai Tak, Kowloon, Hong Kong. **Please DO NOT send the form to Business Registration Office by fax/email.**
- (7) 如有查詢，請瀏覽本局網頁(www.ird.gov.hk)或致電187 8088。  
For enquiries, please visit our website (www.ird.gov.hk) or call 187 8088.

### 收集個人資料聲明

你有責任提供本表格所要求的個人資料。假如你未能提供所需資料，你的申請／通知將不獲接納。

你提供的個人資料將用於稅務及商業登記用途及可供任何人士根據《商業登記條例》(第310章)第19及19A條查閱，以根據該條例第19B條確定某項業務是否已根據該條例登記及已登記的業務的詳情。本局亦可能會把部分該等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》(第486章)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，其地址為香港九龍啟德協調道5號稅務中心2樓。

### 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.