



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
通知結束業務

Business Registration
Notification of Cessation of Business

根據《商業登記條例》(第 310 章) 第 8 條的規定，現通知貴局下述
*業務/分行已結束營業，請將其登記註銷：

Pursuant to section 8 of the Business Registration Ordinance (Cap. 310), I hereby notify you that the following *business / branch business has ceased. Please cancel its registration:

1. *業務/分行登記號碼
*Business / Branch Registration No. (見附註) (See Note) 1

(須分別就每間業務及分行提交一份通知書。Notification of cessation should be filed separately for each business or branch.)
(附註：如是總行，請填上「000」。Note: Please fill in "000" for Main Business.)

2. *業務/法團/分行名稱：
*Name of Business / Corporation / Branch _____ 2

3. 結業日期 (附註 1) :
Date of Cessation (Note 1): (請依格式填寫) (Please follow the format)
(日 DD) (月 MM) (年 YYYY) 2

4. 請在下列適當方格內加「X」：
Please put an 'X' in the appropriate box: ← (請勿填寫此格) (Main: 1=NOR 2=DTH 3=BCY 7=16(a))
For Official Use Only (Main: 4=DIS 5=DR 6=FC) 3

- 上述*獨資業務/合夥業務/其他非屬法團的團體已結束營業。
The above*sole-proprietorship business/partnership business/other body unincorporate has ceased.
- 上述分行業務已結束營業。
The above branch business has ceased.
- 上述法人團體正在清盤，現附上有關清盤的特別決議案副本。[此表格不適用於申請撤銷公司註冊的公司(附註 4)]
The above body corporate is now in liquidation. A copy of the special resolution for liquidation is enclosed herewith. [This form is not applicable to companies under deregistration (Note 4)].
- 上述法人團體是在香港以外地方成立，已於上述日期停止在香港設有營業地點。
The above body corporate is incorporated outside Hong Kong. It has ceased to have a place of business in Hong Kong.

5. 結束營業後的通訊地址 [請只用中文或英文地址填寫] :
Postal Address after Cessation [Please complete address in either Chinese or English only]: 4

5.1 地域 Area (H = 香港 H.K., K = 九龍 KLN, N = 新界 N.T., F = 海外 Foreign) 4

5.2 中文地址 Address in Chinese: 5

(或 or)

5.3 英文地址 Address in English: 6

單位編號 Flat/Rm.	座號 Block	樓數 Floor	樓宇/大廈名稱 Name of Bldg.	門牌號數及街道名稱 No. & Name of St.	地區 District

簽署 Signature	職銜 (附註 2) (請在適當空格內加上「X」號。) Designation (Note 2) (Please put an "X" in the appropriate box)		
簽署人姓名 Name of Signer	<input type="checkbox"/> 東主 Sole proprietor <input type="checkbox"/> 合夥人 Partner <input type="checkbox"/> 董事 Director <input type="checkbox"/> 經理 Manager <input type="checkbox"/> 秘書 Secretary [法團 Body corporate] <input type="checkbox"/> 清盤人 Liquidator <input type="checkbox"/> 主要高級人員 Principal officer [其他非屬法團的團體 Other body unincorporated]		
簽署人的*身分證號碼/護照號碼/商業登記號碼 *Identity card no./ passport no./ business registration no. of Signer	日期 Date		
(如簽署人是代表「法團董事」或秘書公司簽署，請填上該法團/秘書公司的商業登記號碼。否則，請填上簽署人的身分證號碼或護照號碼。If signed for and on behalf of a "corporate director" or secretarial firm, please fill in the business registration number of that body corporate or secretarial firm. In all other cases, please fill in the identity card number or passport number of the signer.)	電話號碼 Telephone no.		
(請勿填寫此欄 For Official Use Only)	Checked by / prepared by	2nd checked by	* 請刪去不適用的。 Please delete as appropriate.
TC 113			

附註

1. 結業日期前的通知恕不接受。
2. 此通知書須經業務經營者簽署。
3. 《商業登記條例》（第 310 章）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. 公司註冊處會將申請撤銷公司註冊的結果通知本局。因此，申請人毋須再向本局提交書面通知或此表格及公司註冊處發出的撤銷註冊信件。
5. 不遵辦上述規定，即屬違法，可處最高 5,000 元罰款及監禁一年。

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，其地址為香港灣仔告士打道 5 號稅務大樓 4 樓。

怎樣通知

- 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。
- 將來信或已填妥及簽署的表格（正本）：
 - 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。
- 請勿將來信／表格傳真或電郵給商業登記署。

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 (Cap. 310) to notify the Commissioner of Inland Revenue in writing within one month of such change or cessation.
4. The Companies Registry will provide this department with the result of application for deregistration. Therefore, applicant is no longer required to file to this department a written notification or this form nor the copy of approval letter for deregistration issued by the Companies Registry.
5. Failure to comply with the above requirements may lead to prosecution. The maximum penalty is \$5,000 and imprisonment for one year.

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 4/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong.

How to Notify

- By completing this standard form or by letter. This form can be downloaded from the Department's website (www.ird.gov.hk) or obtained from the Fax-A-Form Service (2598 6001).
- The letter or properly completed and signed form (**original**) 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.
- **Please DO NOT send the letter/form to Business Registration Office by fax/email.**