

日期 Date

IRBR200 (4/2024)

*請刪去不適用的。Please delete as appropriate.

致: 香港九龍協調道 郵政局郵箱 29015 號 税務局局長收

To: Commissioner of Inland Revenue P.O. Box 29015 Concorde Road Post Office Kowloon, Hong Kong

商業登記 法團業務開業通知

(附註 1)

Business Registration

Notification of Commencement of Business

by Corporation

(Note 1) Pursuant to Business Registration Ordinance Cap. 310, I hereby

根據《商業登記條例》第 310 章的規定,現通知貴局 [] 下業務詳情:

以下業務詳情:								notify you of the following business particulars:																
商業登記號碼 Business Registration Number																								
法團名稱 Name of Corpora	tion																							
業務名稱 (附註2)	Busine	ss Na	me (N	(ote 2)																				
中文 Chinese																								
英 文 English																								
開業日期 [此欄必須填寫](附註 3) Business Commencement Date [Mandatory field] (Note 3)									/ / (日 day / 月 month / 年 year)															
業務描述及業務性質 (附註 4) Business Description and Nature (Note 4)											(口	day	<u>/ 月 I</u>	nonu	11/4	z yea	<u>r)</u>							
業務地址 (附註5)]	Busines	s Add	lress ((Note 5	9)																			
請以中文或英文填寫	哥 Please	e comp	olete e	ither ir	Chine	ese O F		Are		le			香港及 九龍]						ig Isla)	nds				
中文 Chinese																								
+ × chinese																T	Т		1					
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英 文 English									•				•							•				
單位編號				座號				婁數																
Flat/Rm 樓字/大廈名稱				Block			F	loor													Τ		Τ	7
Name of Bldg 門牌號數及街道名稱								+				+	+		+						+	+		-
No. & Name of St. 地區																								
District																					_			
簽署 Signature																								
簽署人姓名 Name of Signer																								
*身分證/護照(簽發地區)/商業登記號碼 (附註 6)																								
*Identity card / pas																								
registration no. (No	te 6)																							
職位 (附註 7) Designation (Note 7)									事I	Dire	ctor		秘書	Sec	ereta	ary		經理	∄ M	anago	er			
電話號碼 Telepho																								

附註

- 1. 《商業登記條例》(第310章)規定,就根據同 步商業登記申請註冊的法團而言,有關公司須 在它開始經營業務後當日起計的1個月內,以 書面通知税務局局長。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。
- 如業務名稱與公司名稱不同,始須填寫本欄。 中文名稱(包括符號及空格)不可超過30字, 英文名稱(包括符號及空格)則不可超過120 個字母。
- 3. 變更發生日期前的通知恕不接受。
- 4. 中文業務性質(包括符號及空格)不可超過30 字,英文業務性質(包括符號及空格)則不可 超過60個字母。
- 如業務地址與公司註冊辦事處地址不同,始須 填寫本欄。
- 6. 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政府發 出的「公司註冊證書」。否則,請填上簽署人的 身分證號碼或護照號碼。
- 7. 此通知書須由董事、秘書、或經理簽署。

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。

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):
 - 寄往香港九龍協調道郵政局郵箱 29015 號;或
 - 親身交到商業登記署,地址:香港九龍啟德協調道5號稅務中心2樓。
- 請勿將來信/表格傳真或電郵給商業登記署。

Notes

- 1. Where the company is registered by way of a simultaneous business registration application, if the company commences to carry on business, it is required under the Business Registration Ordinance (Cap. 310) to notify the Commissioner of Inland Revenue in writing within one month of the date of such commencement. Failure to comply with the above requirements may lead to prosecution. The maximum penalty is \$5,000 and imprisonment for one year.
- 2. Please complete if the business name is different from the company name. The length of the name (including punctuations, symbols and spaces) cannot exceed 30 characters for a Chinese name and 120 characters for an English name.
- 3. Advance notice will not be accepted.
- 4. The length of the nature (including punctuation, symbols and spaces) cannot exceed 30 characters for a Chinese business description and nature and 60 characters for an English business description and nature.
- 5. Please complete if the business address is different from the registered office address.
- 6. 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 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.
- 7. This notice must be signed by the director, secretary, or manager.

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.

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, 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 letter/form to Business Registration Office by fax/email.