



## 商業登記 – 合夥人變更通知書

### Business Registration - Notification of Change in Partner(s)

業務名稱： Business Name:	
商業登記號碼： Business Registration No.:	電話號碼： Telephone No.:

#### 第 I 部：新加入合夥人的詳情

#### Part I : Details of Incoming Partner(s)

中文姓名 (請用正楷及註明 先生/女士/小姐) Name in Chinese (Please state Mr./Ms./Miss)	英文姓名 (請用正楷，先寫姓氏及 註明先生/太太/女士/小姐) Name in English (Please state in BLOCK letters, surname first and Mr./Mrs./Ms./Miss)	*身分證號碼 / 護照號碼及簽發地點 / 商業登記號碼 *Identity Card No./ Passport No. and place of issue/Business Registration No.	住址/註冊辦事處地址 (附註 4) Residential Address/ Address of Registered Office (Note 4)	加入日期 (日/月/年) Date of Admission (DD/MM/YYYY)	簽署 Signature
				/ /	
				/ /	

- \* 請附上每位新加入合夥人的身分證/護照/商業登記證的影印本。  
 \* Please attach a copy of the Identity Card/Passport/Business Registration Certificate in respect of each of the incoming partner(s).

#### 第 II 部：退出合夥人的詳情

#### Part II : Details of Outgoing Partner(s)

中文姓名 (請用正楷及註明 先生/女士/小姐) Name in Chinese (Please state Mr./Ms./Miss)	英文姓名 (請用正楷，先寫姓氏及 註明先生/太太/女士/小姐) Name in English (Please state in BLOCK letters, surname first and Mr./Mrs./Ms./Miss)	身分證號碼 / 護照號碼及簽發地點 / 商業登記號碼 Identity Card No./ Passport No. and place of issue/Business Registration No.	住址/註冊辦事處地址 (附註 4) Residential Address/ Address of Registered Office (Note 4)	退出日期 (日/月/年) Date of Retirement (DD/MM/YYYY)	簽署 Signature
				/ /	
				/ /	

#### 第 III 部：所有現時的其他合夥人簽署

#### Part III : Signed by ALL other Remaining Partner(s)

姓名 Name				
簽署 Signature				

日期 Date : \_\_\_\_\_

## 附註

1. 你須於已出現合夥人變更的日期起計 1 個月內以書面方式通知本局。變更發生日期前的通知恕不接受。
2. 如變更合夥人的數目超過本表格所能提供的欄數，你可用多份表格填寫。在此情況下，請所有現時的其他合夥人在每份表格上簽署，並把所有表格釘在一起，一併交回辦理。
3. 所有合夥人須在所有經刪改的地方以相同的簽署樣式加簽。
4. 如合夥人是法人團體（例如有限公司），請提供其註冊辦事處地址。

## 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](http://www.ird.gov.hk)) 下載或使用「表格傳真服務」（2598 6001）索取。
- 將已填妥及簽署的通知書（正本）連同所需證明文件：
  - 寄往香港九龍協調道 5 號郵政局郵箱 29015 號；或
  - 親身交回商業登記署，地址：香港九龍啟德協調道 5 號稅務中心 2 樓。
- 請勿將表格傳真／電郵給商業登記署。

## Notes

1. You should submit the notification within one month from the date of admission/retirement of partner(s). Advance notice will not be accepted.
2. You can use more than one copy of the form if the columns are not sufficient for completion. In that case, all the other remaining partner(s) are required to sign on each copy of the form. Please staple all the forms together and submit them for registration.
3. All partners must sign against all alterations and deletions with the same signature.
4. If the partner is a body corporate (e.g. limited company), please provide its address of registered office.

## 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](http://www.ird.gov.hk)) or obtained from the Fax-A-Form Service (2598 6001).
- The properly completed and signed notification (**original**) together with the required supporting documents 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 form to Business Registration Office by fax/email.