



樣本 SPECIMEN

商業登記號碼：

B.R. NO.:

表格 1(a)
FORM 1(a)

[第 3(1) 條]

[reg. 3(1)]

商業登記規例

BUSINESS REGISTRATION REGULATIONS

個人在香港經營業務的商業登記申請書
*Application by an individual for registration of business
carried on by him in Hong Kong*

A 段

SECTION A.

見附註 1
See Note 1

見附註 2
See Note 2

1. 申請人全名：

Full name of applicant:

(a) 英文全名：

In English:

CHAN TXX MXX

(b) 中文全名 (如適用的話)：

In Chinese (if applicable):

陳XX

(c) 別名 (如有的話)：

Aliases (if any):

見附註 3
See Note 3

2. (a) 身分證號碼：

Identity card number:

ZA12XXXX (X)

(b) 護照號碼 (如無身分證號碼)：

Passport number

(if no identity card number):

3. 住址：

Residential address:

RM 1XXX, BLOCK X,

CITY TWO SHATIN, NT.

4. 所經營業務的資料：

Business carried on:

見附註 4
See Note 4

(a) 所用名稱：

Name under which carried on:

(i) 英文名稱：

In English:

KXX DXX TRANSPORTATION CO

(ii) 中文名稱：

In Chinese:

XX 貨櫃運輸公司

見附註 5
See Note 5

(b) 營業地點的地址：

Address of place of business:

SHOP NO.XX, X/F, MONGKOK

SHOPPING CTR., KOWLOON

(c) 業務描述及業務性質：

Description and nature of business:

TRANSPORTATION

見附註 6
See Note 6

(d) 開業日期：

Date commenced:

1 JANUARY 2023

(轉後頁)

(Continued overleaf)

見附註 7
See Note 7 如在此後任何時間有任何適用商業登記證 (在《商業登記條例》(第 310 章) 第 6 條中界定) 就上述業務發出, 本人
~~欲~~/不欲 * 選擇該等商業登記證內所註明的屆滿日期均為自其內所註明的生效日期起計的 3 年屆滿之日。

I ~~wish~~/do not wish* to elect that the expiry date to be endorsed on all applicable business registration certificates (as defined in section 6 of the Business Registration Ordinance (Cap. 310)) to be issued at any time hereafter in respect of the above business shall be the date of the expiration of 3 years from the date of commencement endorsed thereon.

申請人證明書
CERTIFICATE OF APPLICANT

本人核證本申請書所列詳情屬實及本人在上述業務中並無合夥人。
I certify that the particulars set out in this application are true and that I have no partner(s) in the said business.

日期: 1 JANUARY 2023
Date:

簽署: 

(東主)
(proprietor)

* 刪去不適用者
* Delete as appropriate

樣本
SPECIMEN

B 段 Section B. 本署專用。 For official use only.	On-line Updated on:	TC 3104
	TC 154	TC 3105
	TC 3101	TC 3106
	TC 3102	TC 3201



Inland Revenue Department Business Registration Office

NOTES FOR COMPLETING FORM 1(a) (These guidance notes do not form part of Form 1(a))

- Note 1 — Please fill in all particulars and complete all items in **BLOCK LETTERS** using **DARK BLUE** or **BLACK PEN**. To facilitate data input, please complete all items in English, wherever possible. If Chinese is applicable, **traditional Chinese characters** should be used. This form must be signed by the individual carrying on the business (i.e. the sole proprietor) and dated. The aforesaid signatory must also sign against all alterations and deletions with the same signature. The properly completed and signed application form together with the required supporting documents (see Note 3 below) and the payment (see Note 8 below) may be submitted in person or through your representative to the Business Registration Office at 2/F, Inland Revenue Centre, 5 Concorde Road, Kai Tak, Kowloon, Hong Kong or by post to the Commissioner of Inland Revenue, P.O. Box 29015, Concorde Road Post Office, Kowloon, Hong Kong. Only forms that are printed by and according to the specifications of the Department are acceptable for application purposes. Photocopy of the form **MUST NOT** be used for submission of application.
- Note 2 — The full name of applicant in Chinese and in English provided must be identical to that shown on his/her identity document. The applicant must fill in the item “Full Name in Chinese” if his/her identity document contains his/her Chinese Name.
- Note 3 — If the sole proprietor applies in person, he/she must produce his/her Hong Kong identity card or passport (if he/she is not a holder of any Hong Kong identity card) for verification. For applications submitted through representative or by post, please submit **a copy of the Hong Kong identity card of the sole proprietor (or passport, if he/she is not a holder of any Hong Kong identity card)**. If the sole proprietor has changed his/her name before, a copy of the deed poll document should also be submitted. If the sole proprietor is not residing in Hong Kong, he/she must appoint a resident individual as his/her agent for the purposes of business registration. In that case, please complete and submit the form IRBR177 or submit an appointment letter stating the full particulars of the agent including his/her name, Hong Kong identity card number and residential address together with a copy of the agent’s Hong Kong identity card. The form IRBR177 or appointment letter must be signed by both the sole proprietor and the agent.
- Note 4 — A business may register a Chinese name only, an English name only or both a Chinese name and an English name. Please note that a business cannot be registered by a name which suggests that the business is incorporated with limited liability when it is not (e.g. the business name must not contain the word(s) “Company Limited”, “Incorporated”, “Corporation”, “Ltd.”, “Inc.”, “Corp.”, “SA.” or “AG”); or a name which suggests a connection with the Hong Kong Government or any public body when no such connection exists or has existed.
- Note 5 — You must provide the address of place of business. Please note that the length of the address (including punctuations, symbols and spaces) cannot exceed 58 characters for a Chinese address and 90 characters for an English address.
- Note 6 — Please register your business with the Business Registration Office **within one month after the commencement of the business**. Any application made before the date of commencement will not be accepted.
- Note 7 — A business registration certificate is normally valid for 1 year, running from the date of commencement of business (or anniversary date) to the date immediately before the next anniversary. However, under section 6(5C) of the Business Registration Ordinance (Cap.310), you may elect for the issue of business registration certificates that are valid for 3 years. An election under section 6(5C) is also applicable to the branch registration certificates of all branches of the business. The expiry date of any branch registration certificate shall be the same as the expiry date of the current business registration certificate of the main business.
- Note 8 — This form must be submitted with the correct business registration fees and levies for the Protection of Wages on Insolvency Fund. Please refer to the business registration fee and levy table uploaded onto the IRD website (www.ird.gov.hk/eng/pdf/brfee_table.pdf) for details of the total amount payable under a certificate. If this form is submitted by post, please send a **crossed cheque** in Hong Kong Dollars payable to “The Government of the HKSAR”. Please do not send cash.

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.