



稅務局
商業登記署
香港九龍啟德協調道5號
稅務中心2樓

INLAND REVENUE DEPARTMENT
BUSINESS REGISTRATION OFFICE
2/F, INLAND REVENUE CENTRE
5 CONCORDE ROAD, KAI TAK
KOWLOON, HONG KONG

樣本 SPECIMEN

商業登記號碼：
B.R. NO.:

表格 1(d) FORM 1(d)

[第 3(1) 條]
[reg. 3(1)]

商業登記規例 BUSINESS REGISTRATION REGULATIONS

在香港經營分行業務的商業登記申請書
Application for registration of branch business carried on in Hong Kong

見附註 1
See Note 1

A 段 SECTION A

1. 所經營業務的資料：
Business carried on: KXX DXX TRANSPORTATION CO.
 - (a) 所用名稱：
Name under which carried on: XX 貨櫃運輸公司.....
 - (b) 商業登記號碼（如已登記）：
Business registration number (if registered): 3XXXXXXX.....

2. 所經營分行業務的資料：
Branch business carried on:
 - (a) 所用名稱：
Name under which carried on:
 - (i) 英文名稱：
In English: KXX DXX TRANSPORTATION CO. XX.....
 - (ii) 中文名稱：
In Chinese: 貨櫃運輸公司.....
 - (b) 地址：
Address: 香港灣仔大街XX號X樓.....

 - (c) 業務描述及業務性質：
Description and nature of business: 運輸.....
 - (d) 開業日期：
Date commenced: 2023年1月1日.....

見附註 2
See Note 2

見附註 3
See Note 3

(轉後頁)
(Continued Overleaf)

樣本 SPECIMEN

申請人證明書 CERTIFICATE OF APPLICANT

本人核證本申請書所列詳情屬實。
I certify that the particulars set out in this application are true.

日期：
Date: 01/01/2023

簽署：
Signed: 

姓名：
Name in block letters: CHAN TXX MXX 陳XX

在已登記業務中的職銜：
Designation within the registered business: 東主

(例如：董事、經理、秘書、(如屬法人團體) / 合夥人或主要高級人員
(如屬合夥或非屬法團的團體) / 或東主)
(i.e. director, manager, secretary in the case of body corporate/partner or principal
officer in the case of partnership or body unincorporate/or proprietor)

* 刪去不適用者
* Delete as appropriate.

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



Inland Revenue Department Business Registration Office

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

- 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 person carrying on business and dated. The aforesaid signatory must also sign against all alterations and deletions on this form with the same signature. The properly completed and signed application form 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 forms **MUST NOT** be used for submission of application.
- Note 2 — 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 3 — Please register your branch business with the Business Registration Office **within one month after the commencement of the branch**. Any application made before the date of commencement will not be accepted.
- Note 4 — 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 5 — This form must be submitted with the correct branch 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.