



致：香港九龍協調道
郵政局郵箱 29015 號
稅務局局長收

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

**商業登記
委託代理人通知書**

**Business Registration
Notification of Appointment of Agent**

業務名稱 Name of Business	
商業登記號碼 Business Registration Number	

本人現委託下述香港居民為上述業務的代理人。當*本人/所有合夥人（如果是合夥業務）不在香港時，代理人須履行《商業登記條例》所規定或根據該條例須由*本人/任何合夥人作出的作為或事情。

I hereby appoint the Hong Kong resident mentioned below as the agent of the above business. When *I / all partners (in case when the business is a partnership) am / are absent from Hong Kong, the agent shall be required to do all acts and things required to be done by *me / any partner under the Business Registration Ordinance.

*請刪去不適用的。

* Please delete as appropriate.

代理人的個人資料： Personal Particulars of the Agent:	
中文姓名 Name in Chinese (請註明先生/小姐/女士) (Please state Mr./Miss/Ms./Mrs.)	
英文姓名 Name in English (請用英文正楷填寫及註明先生/小姐/女士) (Please complete in BLOCK letters and state Mr./Miss/Ms./Mrs.)	
香港身分證號碼 Hong Kong identity card number	
香港住址 Residential address in Hong Kong	

現附上代理人的香港身分證影印本。

A copy of the Hong Kong identity card of the agent is attached herewith.

簽署 Signature :

簽署人姓名 :

Name of Signer :

職銜 (請在適當空格內加上「√」號) :

Designation (Please tick the appropriate box) :

東主 Sole proprietor

合夥人 Partner

護照號碼及簽發地點 :

Passport number and place of issue :

日期 Date :

代理人簽署確認上述事項 Confirmed and Signed by the Agent: _____

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。

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.