



稅務局  
商業登記署  
香港灣仔告士打道5號  
稅務大樓4樓

INLAND REVENUE DEPARTMENT  
BUSINESS REGISTRATION OFFICE  
4/F, REVENUE TOWER  
5 GLOUCESTER ROAD, WAN CHAI  
HONG KONG

## 撤銷選擇3年有效期的商業登記證 Revocation of Election for 3-year Business Registration Certificate

根據《商業登記條例》(第310章)第6(5D)條的規定，現通知貴局，本人就下述業務，撤銷選擇3年有效期的商業登記證：

Pursuant to section 6(5D) of the Business Registration Ordinance (Cap. 310), I wish to revoke the election for 3-year Business Registration Certificate in respect of the following business:

商業登記號碼 Business Registration Number	<input type="text"/>
業務名稱 Business Name	<input type="text"/>
生效年度(附註1及2) Effective Year (Note 1 and 2)	<input type="text"/>
逾期撤銷的原因(附註3) Reasons for late revocation (Note 3)	<input type="text"/>

簽署  
Signature

簽署人姓名  
Name of Signer

身分證/護照/商業登記號碼(附註4)  
Identity Card/Passport/Business Registration No.  
(Note 4)

職位  
Designation

[例如：董事、經理、秘書(法人團體) / 東主  
/ 合夥人(合夥業務) /  
主要職員(其他非屬法團的團體)]  
*[i.e. Director, Manager or Secretary (Body Corporate) /  
Proprietor / Partner (Partnership) /  
Principal Officer (Other Body Unincorporate)]*

電話號碼  
Telephone Number

日期  
Date

(附註一 轉下頁)  
(Notes - Overleaf)

## 附註 Notes

- (1) 有關撤銷選擇一經作出將持續有效，直至另次有效選擇為止。請於一張有效的 3 年商業登記證屆滿前 1 個月或之前向局長發出本書面通知。  
This revocation shall remain valid until such time as a fresh valid election is made. Please give this notice to the Commissioner at any time not later than 1 month before the expiry date of a valid 3-year certificate.
- (2) 你的撤銷選擇將會同時適用於業務的總行及所有分行。如你下一張登記證的生效日期是，舉例說：2016 年 7 月 1 日，請於“生效年度”欄填上“2016”。  
The revocation is applicable to both the main office and all branches of the business. If your next certificate commences on, for example, 1 July 2016, please state “2016” in the field of “Effective Year”.
- (3) 如你現有的登記證將於，舉例說：2016 年 6 月 30 日屆滿，你必須於 2016 年 5 月 31 日或之前作出撤銷選擇。否則，你下一張由 2016 年 7 月 1 日開始生效的登記證仍然是一張 3 年有效期的登記證，而你的撤銷選擇要待再下一張由 2019 年 7 月 1 日開始生效的登記證才生效。如你仍欲就 2016 年 7 月 1 日開始生效的登記證作出逾期撤銷選擇，請說明原因〔例如：不在香港、疾病或其他合理理由〕導致你未能及時作出撤銷選擇。  
If your current certificate expires on, for example, 30 June 2016, your revocation must be made on or before 31 May 2016. Otherwise, your next certificate commencing on 1 July 2016 would still be a 3-year certificate and your revocation would only be applicable to the certificate commencing on or after 1 July 2019. If you wish to pursue your late revocation for the certificate commencing on 1 July 2016, please state the reason (for example, absence from Hong Kong, sickness or other reasonable cause) preventing you from lodging the revocation on time.
- (4) 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，請提交該公司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。  
If the signer is a corporate director or secretarial firm, please fill in its business registration number. If business registration number is not available, please supply a copy of the Certificate of Registration of the company 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.
- (5) 儘管總行或分行業務在登記證有效期內結束營業，已繳的商業或分行登記費及徵費均不會獲得退還。  
The business/branch registration fee and levy paid will not be refunded even though the business or the branch has ceased to be carried on before the expiry of the validity period of a certificate.
- (6) 請將已填妥及簽署的表格寄往香港灣仔告士打道郵政局郵箱 29015 號或親身交到位於香港灣仔告士打道 5 號稅務大樓 4 樓商業登記署。  
Please submit the properly completed and signed form by post to P.O. Box 29015, Gloucester Road Post Office, Wan Chai, Hong Kong or in person at the Business Registration Office, 4/F., Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong.
- (7) 如有查詢，請瀏覽本局網頁 (www.ird.gov.hk)或致電 187 8088。  
For enquiries, please visit our website (www.ird.gov.hk) or call 187 8088.

### 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，其地址為香港灣仔告士打道 5 號稅務大樓 4 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 4/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong.