



致： 香港灣仔告士打道  
郵政局郵箱 29015 號  
稅務局局長收

To: Commissioner of Inland Revenue  
P.O. Box 29015  
Gloucester Road Post Office,  
Wan Chai, Hong Kong

**商業登記**  
**法團業務開業通知**  
(附註 1)

**Business Registration**  
**Notification of Commencement of Business**  
**by Corporation**  
(Note 1)

根據《商業登記條例》第 310 章的規定，現通知貴局  
以下業務詳情：

Pursuant to Business Registration Ordinance Cap. 310, I hereby  
notify you of the following business particulars:

<b>商業登記號碼</b> <b>Business Registration Number</b>		<input type="text"/>									
<b>法團名稱</b> <b>Name of Corporation</b>		<input type="text"/>									
<b>業務名稱 (附註 2) Business Name (Note 2)</b>											
中文 Chinese		<input type="text"/>									
英文 English		<input type="text"/>									
<b>開業日期 [此欄必須填寫] (附註 3)</b> <b>Business Commencement Date [Mandatory field] (Note 3)</b>		____ / ____ / ____ (日 day / 月 month / 年 year)									
<b>業務描述及業務性質(附註 4)</b> <b>Business Description and Nature (Note 4)</b>		<input type="text"/>									
<b>業務地址(附註 5) Business Address (Note 5)</b>											
<input type="text"/>		地域 Area Code		(H = 香港及離島 H.K. and Outlying Islands K = 九龍 KLN N = 新界 N.T.)							
請以中文或英文填寫 Please complete either in Chinese <b>OR</b> in English											
中文 Chinese											
<input type="text"/>											
<input type="text"/>											
<input type="text"/>											
英文 English											
單位編號 Flat/Rm		座號 Block		樓數 Floor		<input type="text"/>					
樓宇/大廈名稱 Name of Bldg		<input type="text"/>									
門牌號數及街道名稱 No. & Name of St.		<input type="text"/>									
地區 District		<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 6)  
\*Identity card / passport / business registration no.  
(Note 6) \_\_\_\_\_

職位 (附註 7)  
Designation (Note 7)  董事 Director  秘書 Secretary  經理 Manager

電話號碼 Telephone no. \_\_\_\_\_

日期 Date \_\_\_\_\_

## 附註

1. 《商業登記條例》規定，就根據同步商業登記申請註冊的法團而言，有關公司須在它開始經營業務後當日起計的 1 個月內，以書面通知稅務局局長。不遵辦上述任何事項，即屬違法，可處最高 5,000 元罰款及監禁一年。
2. 如業務名稱與公司名稱不同，始須填寫本欄。中文名稱（包括符號及空格）不可超過 30 字，英文名稱（包括符號及空格）則不可超過 120 個字母。
3. 事先通知恕不接受。
4. 中文業務性質（包括符號及空格）不可超過 30 字，英文業務性質（包括符號及空格）則不可超過 60 字母。
5. 如業務地址與公司註冊辦事處地址不同，始須填寫本欄。
6. 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。
7. 此通知書須由董事、秘書、或經理簽署。

### 收集個人資料聲明

你提供的資料將用於稅務用途。本局亦可能會把部分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》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。

#### 如何通知

- 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：
  - 寄往香港灣仔告士打道郵政局郵箱 29015 號；或
  - 親身交到商業登記署，地址：香港灣仔告士打道 5 號稅務大樓 4 樓。

## Notes

1. Where the company is registered by way of a simultaneous business registration application, if the company commences to carry on business, it is required under the Business Registration Ordinance to notify the Commissioner of Inland Revenue in writing within one month of the date of such commencement. Failure to comply with the above requirements may lead to prosecution. The maximum penalty is \$5,000 and imprisonment for one year.
2. Please complete if the business name is different from the company name. The length of the name (including punctuations, symbols and spaces) cannot exceed 30 characters for a Chinese name and 120 characters for an English name.
3. Advance notice will not be accepted.
4. The length of the nature (including punctuation, symbols and spaces) cannot exceed 30 characters for a Chinese business description and nature and 60 characters for an English business description and nature.
5. Please complete if the business address is different from the registered office address.
6. If the signer is a corporate director or secretarial firm, please fill in its business registration number. If business registration number is not available, 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.
7. This notice must be signed by the director, secretary, or manager.

### Personal Information Collection Statement

The Department will use the information provided by you for tax purposes and may give some of the information to other parties authorized by law to receive it. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of your personal data. Such request should be addressed to the Business Registration Officer.

#### How to Notify

- By completing this standard form or by letter. (This form can be downloaded from the Department's web site at [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 must be submitted:
  - 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.