



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**  
**通知更改業務名稱**

**Business Registration**  
**Notification of Change of Business Name**

根據《商業登記條例》(第 310 章)第 8(1)條的規定，現通知  
貴局，下述業務已更改其名稱，詳情如下：

Pursuant to section 8(1) of the Business Registration  
Ordinance (Cap. 310), I hereby notify you that the following  
business has changed its name. Details are as follows:

*商業／分行登記號碼 *Business / Branch Registration Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
生效日期 (附註 1) Date of Change (Note 1)	____ / ____ / ____ (日 day / 月 month / 年 year)
更改名稱的類別 (請在適當空格註上「×」號) Type of name to be amended (Please cross the appropriate box)	<input type="checkbox"/> 法團所用名稱 Name of Corporation <input type="checkbox"/> 業務名稱 Business Name <input type="checkbox"/> 分行名稱 Branch Name
<b>原有名稱 Original Name</b>	
中文 Chinese	<input type="text"/>
英文 English	<input type="text"/>
<b>新名稱 (附註 2) New Name (Note 2)</b>	
中文 Chinese	<input type="text"/>
英文 English	<input type="text"/>

簽署

Signature

簽署人姓名

Name of Signer

\*身分證號碼／護照號碼／商業登記號碼 (附註 3)

\*Identity card no. / passport no. / business registration  
no. (Note 3)

職位 (附註 4) (請在適當空格註上「×」號。)

Designation (Note 4) (Please cross the appropriate box)

電話號碼 Telephone no.

日期 Date

- 東主 Sole proprietor  
 合夥人 Partner  
 主要高級人員 Principal officer  
 董事 Director  經理 Manager  秘書 Secretary

\* 請刪去不適用的。 Please delete as appropriate.

## 附註

1. 事先通知恕不接受。
2. 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. 如簽署人是法團董事或秘書公司，請填上其商業登記號碼。否則，請填上簽署人的身分證號碼或護照號碼。
4. 業務經營者須簽署此通知書。
5. 《商業登記條例》規定，在業務資料發生變更或結業後，業務經營者須於 1 個月內以書面通知稅務局局長。
6. 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。

### 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. Advance notice will not be accepted.
2. 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. If the signer is a corporate director or secretarial firm, please fill in its business registration number. In all other cases, please fill in the identity card number or passport number of the signer.
4. This notice must be signed by the business operator.
5. If there is any change in the business registration particulars or cessation of business, the business operator is required under the Business Registration Ordinance to notify the Commissioner of Inland Revenue in writing within one month of such change or cessation.
6. Failure to comply with the above requirements may lead to prosecution. The maximum penalty is \$5,000 and imprisonment for one year.

### 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.