



公司註冊處
Companies Registry

秘書及董事資料更改通知書 Notification of Change of Particulars of Secretary and Director

(公司條例第 158(4)條)
(Companies Ordinance s. 158(4))

Specimen

表格
Form **D2B**

重要事項 Important Notes

- 填表前請參閱《填表須知》。
請用黑色墨水列印。
- Please read the accompanying notes before completing this form.
Please print in black ink.

公司編號 Company Number

9999111

The company number and company name must be the same as those stated in the company's Certificate of Incorporation or the last Certificate of Change of Name.

1 公司名稱 Company Name

GOOD LIFESTYLE LIMITED 好生活有限公司

Note: Please submit a complete form (i.e. pages 1-3) including pages with inapplicable items except unused continuation sheets.

2 個人秘書／董事資料更改 Change of Particulars of Individual Secretary／Director

(如涉及超過一名個人秘書／董事，請用續頁 A 填報 Use Continuation Sheet A if more than 1 individual secretary／director is involved)

A. 更改資料的個人秘書／董事

Identity of the Individual Secretary／Director whose Particulars have Changed

請填報現時在公司註冊處登記的有關資料

Please state the relevant particulars currently registered with the Companies Registry

請在有關空格內加 ✓ 號 Please tick the relevant box(es)

Please indicate the capacity of the person whose particulars have changed. If that person acts as both secretary and director / alternate director, please tick all the relevant boxes.

(註 Note 6)

身份 Capacity 秘書 Secretary 董事 Director 候補董事 Alternate Director 代替 Alternate to

中文姓名
Name in Chinese

常建生

Please provide the Hong Kong Identity Card number or passport number (as appropriate) for identification purpose. If these particulars have not been reported to the Companies Registry (CR) before, please report the change by completing this form. If the secretary / director does not have a Hong Kong Identity Card or passport, please state 'NIL' in the boxes provided.

英文姓名
Name in English

SHEUNG

KIN SANG

姓氏 Surname

名字 Other Names

(註 Note 7)

身份證明
Identification

UA700900

香港身份證號碼 HK Identity Card Number

海外護照號碼 Overseas Passport Number

(註 Note 4)

提交人的資料 Presentor's Reference

姓名 Name: Good Luck Secretary Limited

地址 Address: 2/F Happy Forever Commercial Building
999 Causeway Road, Hong Kong

電話 Tel: 6876 2345 傳真 Fax: 6877 4321

電郵地址 E-mail Address: gls@aabb.com

檔號 Reference: gls-5990

指明編號 1/2004 (2004 年 2 月)
Specification No. 1/2004 (Feb. 2004)

請勿填寫本欄 For Official Use

Please fill in the Presentor's Reference section to facilitate follow up, if necessary.

Note: All the particulars filled in this specimen form are fictitious. Any resemblance to individuals or companies is entirely coincidental.

2 個人秘書／董事資料更改 (續上頁)
Change of Particulars of Individual Secretary/Director (cont'd)

(註 Note 8) **B. 更改詳情 Details of Change(s)**

Those particulars which remain unchanged need not be stated.

請只填報有更改的項目 Please complete item(s) with change(s) only

生效日期 **Effective Date**

(a) 中文姓名 Name in Chinese

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日 DD 月 MM 年 YYYY

(b) 英文姓名 Name in English

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姓氏 Surname

名字 Other Names

--	--	--

日 DD 月 MM 年 YYYY

(註 Note 9)

(c) 別名 Alias

--	--	--

日 DD 月 MM 年 YYYY

(註 Note 10)

(d) 住址 Residential Address

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國家 Country

--	--	--

日 DD 月 MM 年 YYYY

(註 Note 11)

(e) 電郵地址 E-mail Address

--	--	--

日 DD 月 MM 年 YYYY

(f) 香港身份證號碼
Hong Kong Identity Card Number

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日 DD 月 MM 年 YYYY

Please state the change and its effective date in the relevant boxes.

(g) 海外護照 Overseas Passport

USA	UM668668
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簽發國家 Issuing Country

號碼 Number

18	07	2008
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日 DD 月 MM 年 YYYY

Please state both the passport number and the passport issuing country.
The two fields are considered as one set of information.

3 法人團體秘書／董事資料更改 Change of Particulars of Corporate Secretary／Director

(如涉及超過一名法人團體秘書／董事，請用續頁 B 填報)
(Use Continuation Sheet B if more than 1 corporate secretary／director is involved)

A. 更改資料的法人團體秘書／董事

Identity of the Corporate Secretary／Director whose Particulars have Changed

請填報現時在公司註冊處登記的有關資料

Please state the relevant particulars currently registered with the Companies Registry

請在有關空格內加 ✓ 號 **Please tick the relevant box(es)**

(註 Note 6) 身份 秘書 董事 候補董事
Capacity **Secretary** Director Alternate Director

代替 Alternate to

If the secretary is a firm, please state the name of the firm in these boxes.

(註 Note 12) 中文名稱
Name in Chinese 好運秘書有限公司

(註 Note 12) 英文名稱
Name in English GOOD FORTUNE SECRETARY LIMITED

公司編號 Company Number
(只適用於在香港註冊的法人團體)
(Only applicable to body corporate registered in Hong Kong) 8888888

(註 Note 8) **B. 更改詳情 Details of Change(s)**

請只填報有更改的項目 **Please complete item(s) with change(s) only**

生效日期 **Effective Date**

(a) 中文及英文名稱 **Name in Chinese and English**

好好運秘書服務有限公司
GOOD FORTUNE SECRETARY LIMITED

11 07 2008
日 DD 月 MM 年 YYYY

(註 Note 13) (d) 地址 **Address**
The new name of the corporate secretary should be stated in full (i.e. both English & Chinese name), although the corporate secretary has changed its Chinese name only.

國家 Country
日 DD 月 MM 年 YYYY

(註 Note 11) (c) 電郵地址 **E-mail Address**

日 DD 月 MM 年 YYYY

本通知書包括 _____ 張續頁 A 及 _____ 張續頁 B。

This Notification includes 1 Continuation Sheet(s) A and 0 Continuation Sheet(s) B.

簽署 Signed : 

姓名 Name : Mocady Ark
董事 Director / 秘書 Secretary *

日期 Date : 18 / 07 / 2008
日 DD / 月 MM / 年 YYYY

*請刪去不適用者 **Delete whichever does not apply**

If the person acts as both director and alternate director, please tick all relevant boxes.

公司編號 Company Number

9999111

個人秘書／董事資料更改詳情 (第 2 項)

Details of Change of Particulars of Individual Secretary / Director (Section 2)

A. 更改資料的個人秘書／董事

Identity of the Individual Secretary / Director whose Particulars have Changed

請填報現時在公司註冊處登記的有關資料

Please state the relevant particulars currently registered with the Companies Registry

請在有關空格內加 ✓ 號 Please tick the relevant box(es)

(註 Note 6)

身份 Capacity	<input type="checkbox"/> 秘書 Secretary	<input checked="" type="checkbox"/> 董事 Director	<input checked="" type="checkbox"/> 候補董事 Alternate Director	代替 Alternate to MAX SANDER
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中文姓名 Name in Chinese

李好運

In the case of an alternate director, please state the name of the principal director to whom he or she is the alternate.

英文姓名 Name in English

LEE

HO WAN JOHN

姓氏 Surname

名字 Other Names

(註 Note 7)

身份證明 Identification

H288388(6)

香港身份證號碼 HK Identity Card Number

海外護照號碼 Overseas Passport Number

(註 Note 8)

B. 更改詳情 Details of Change(s)

請只填報有更改的項目 Please complete item(s) with change(s) only

生效日期 Effective Date

(a) 中文姓名 Name in Chinese

[Empty box for Name in Chinese]

Please provide the Hong Kong Identity Card number or passport number (as appropriate) for identification purpose. If these particulars have not been reported to the CR before, please report the change by completing this form. If the secretary / director does not have a Hong Kong Identity Card or passport, please state 'NIL' in the boxes provided.

日 DD	月 MM	年 YYYY
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(b) 英文姓名 Name in English

[Empty box for Name in English]

姓氏 Surname

名字 Other Names

日 DD	月 MM	年 YYYY
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(註 Note 9)

(c) 別名 Alias

[Empty box for Alias]

Please state the change and its effective date in the relevant boxes.

日 DD	月 MM	年 YYYY
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(註 Note 10)

(d) 住址 Residential Address

FLAT A, 2/F, BLOCK 1, SUN TING GARDEN
990 TAI PO ROAD, SHATIN,
NEW TERRITORIES, HONG KONG

國家 Country

11	07	2008
日 DD	月 MM	年 YYYY

(註 Note 11)

(e) 電郵地址 E-mail Address

[Empty box for E-mail Address]

日 DD	月 MM	年 YYYY
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(f) 香港身份證號碼

Hong Kong Identity Card Number

[Empty box for HK Identity Card Number]

日 DD	月 MM	年 YYYY
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(g) 海外護照 Overseas Passport

[Empty box for Overseas Passport]

簽發國家 Issuing Country

號碼 Number

日 DD	月 MM	年 YYYY
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表格
Form **D2B**

(續頁 B Continuation Sheet B)

公司編號 Company Number

法人團體秘書／董事資料更改詳情 (第 3 項)

Details of Change of Particulars of Corporate Secretary／Director (Section 3)

A. 更改資料的法人團體秘書／董事

Identity of the Corporate Secretary／Director whose Particulars have Changed

請填報現時在公司註冊處登記的有關資料

Please state the relevant particulars currently registered with the Companies Registry

請在有關空格內加 號 Please tick the relevant box(es)

(註 Note 6) 身份 秘書 董事 候補董事 代替 Alternate to

Capacity Secretary Director Alternate Director

(註 Note 12) 中文名稱

Name in Chinese

(註 Note 12) 英文名稱

Name in English

公司編號 Company Number

(只適用於在香港註冊的法人團體)
(Only applicable to body corporate registered in Hong Kong)

(註 Note 8) **B. 更改詳情 Details of Change(s)**

請只填報有更改的項目 **Please complete item(s) with change(s) only**

生效日期 Effective Date

(a) 中文及英文名稱 **Name in Chinese and English**

日 DD	月 MM	年 YYYY

(註 Note 13) (d) 地址 **Address**

國家 Country	日 DD	月 MM	年 YYYY

(註 Note 11) (c) 電郵地址 **E-mail Address**

日 DD	月 MM	年 YYYY

Notes for Completion should be read but need not be submitted to the CR.

**公司條例(香港法例第 32 章)
第 158(4)條規定提交的
秘書及董事資料更改通知書**

填表須知 — 表格 D2B

附註

引言

1. 本表格是用以通知公司註冊處處長有關在香港成立為法團的公司的秘書或聯名秘書(以下簡稱「秘書」)或董事(包括候補董事但不包括備任董事)的資料更改，並須在每項更改的日期起計 14 日內遞交。
2. (a) 如欲申報有關公司秘書或董事的委任或離任，請使用表格 D2A。
(b) 如欲申報有關備任董事的提名或離任，請使用表格 D5。備任董事的資料如有任何更改，請使用表格 D7 申報。
3. 請劃一以中文 或 英文填報各項所需資料。如以中文填報，請用繁體字。公司註冊處不接納手寫的表格。
4. 請填報提交人的資料。除非有特別事項需要公司註冊處注意，否則毋須另加附函。

簽署

5. 本表格必須由一名董事或秘書簽署，公司註冊處不接納未簽妥的表格，並會退回提交人。

更改資料的秘書／董事 (第 2A 項)

6. 請述明更改資料者的身份。如屬候補董事，請註明獲代替行事的董事姓名或名稱。
7. 請填報個人秘書或董事已在公司註冊處登記的香港身份證號碼或海外護照號碼，以方便本處識別身份。如該項資料未曾在本處登記，請在有關的空格內填「無」。

更改詳情 (第 2B 及 3B 項)

8. 請在適當的空格內填報秘書或董事的 新資料，並在相關的空格內填上生效日期。沒有變更的資料毋須填報。
9. 如申報秘書或董事的新增別名，請在空格內將該秘書或董事現有的所有別名(包括已在公司註冊處登記的別名)一併填報，以便正確更新紀錄。
10. (a) 請填報個人秘書在 香港 的 住宅 地址。海外地址、「轉交」地址及郵政信箱號碼恕不接受。
(b) 請填報個人董事的 住宅 地址。如屬海外地址，請同時填報「國家」一欄。「轉交」地址及郵政信箱號碼恕不接受。

11. 請提供或更新秘書或董事的電郵地址以方便聯絡(屬自願提供的資料)。如電郵地址其後有任何更改，亦請以本表格通知公司註冊處。
12. 如秘書為一商號，請在供法人團體秘書填報名稱的空格內填報商號名稱。
13. (a) 如秘書屬法人團體，請註明其在香港的註冊辦事處或主要辦事處的地址。海外地址、「轉交」地址及郵政信箱號碼恕不接受。

(b) 如董事屬法人團體，請註明其註冊辦事處或主要辦事處的地址。如屬海外地址，請同時填報「國家」一欄。「轉交」地址及郵政信箱號碼恕不接受。

**NOTIFICATION OF CHANGE OF PARTICULARS
OF SECRETARY AND DIRECTOR
Required by Companies Ordinance (Cap. 32)
Section 158(4)**

Notes for Completion of Form D2B

Introduction

1. This form should be used to notify the Registrar of Companies of any change of particulars of the Secretary or Joint Secretary ('Secretary') or Director (including an Alternate Director but excluding a Reserve Director) of a company incorporated in Hong Kong. This form should be submitted within 14 days of the changes.
2. (a) To report the new appointment or cessation of appointment of the Secretary or Director of a company, please use Form D2A.

(b) Please use Form D5 to report the nomination or cessation of nomination of a Reserve Director and Form D7 to report the changes in particulars of a Reserve Director.
3. Please fill in all particulars and complete all items consistently in either Chinese **OR** English. In the case of Chinese, traditional Chinese characters should be used. Please note that handwritten forms will be rejected by the Companies Registry.
4. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.

Signature

5. This form must be signed by a Director or the Secretary. A form which is not properly signed will be rejected by the Companies Registry.

Identity of the Secretary / Director whose Particulars have Changed (Section 2A)

6. Please indicate the capacity(ies) of the person(s) whose particulars have changed. In the case of an Alternate Director, please state the name(s) of the principal Director(s) to whom he or she or it is the alternate.
7. If an Individual Secretary or Director has registered the particulars in respect of his or her Hong Kong Identity Card number or overseas passport number with the Companies Registry, please provide such number for identification purposes. If no such particulars have been registered, please state 'NIL' in the boxes provided.

Details of Change(s) (Sections 2B and 3B)

8. Please state only the **new** particulars of the Secretary or Director in the appropriate box(es) provided and specify the effective date of change in the corresponding box. There is no need to state those particulars which remain unchanged.
9. To report the addition of an alias, please also state all the other aliases (including the alias which has been registered with the Companies Registry) of the Secretary or Director in the box provided to facilitate correct updating of the record.
10. (a) Please provide the **residential** address of an individual Secretary in **Hong Kong**. An overseas address, 'care of' address or post office box number is not acceptable.

(b) Please provide the **residential** address of an individual Director. If an overseas address of a Director is given, please also complete the box for 'Country'. 'Care of' addresses and post office box numbers are not acceptable.

11. Please supply or update the e-mail address of the Secretary or the Director, on a voluntary basis, to facilitate electronic communication. If there are any subsequent changes in the e-mail addresses, it would be appreciated if you would notify the Companies Registry by completing this form.
12. If the Secretary is a firm, please state the name of the firm in the box for name of Corporate Secretary.
13. (a) If the Secretary is a body corporate, the address of its registered or principal office in ***Hong Kong*** should be given. An overseas address, 'care of' address or post office box number is not acceptable.

(b) If the Director is a body corporate, the address of its registered or principal office should be given. If an overseas address of the Director is given, please also complete the box for 'Country'. 'Care of' addresses and post office box numbers are not acceptable.