## Specimen Notice of Change in Particulars of Company Secretary and Director

**Form ND2B**

### Table: ND2B

<table>
<thead>
<tr>
<th>Company Number</th>
<th>6666666</th>
</tr>
</thead>
</table>

#### Particulars Currently Registered with the Companies Registry

**Company Name**

LOVE AND CARE CHARITY LIMITED 愛與護慈善有限公司

### Change in Particulars of Company Secretary / Director (Natural Person)

(如有多於一名身份證明的人士改公司秘書 / 董事，請用續頁 A 填報 Use Continuation Sheet A if more than 1 company secretary / director, who is a natural person, is involved)

#### A. 現時在公司註冊處登記的詳情

<table>
<thead>
<tr>
<th>Capacity</th>
<th>Company Secretary</th>
<th>Director</th>
<th>Alternate Director</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

**中文姓名**

施有福

**英文姓名**

Surname: Sze

Other Names: Yau Fook

**Identification**

<table>
<thead>
<tr>
<th>香港身分證號碼</th>
<th>A12345678</th>
</tr>
</thead>
</table>

**Note:**

1. All the particulars filled in this specimen form are fictitious. Any resemblance to individuals or companies is entirely coincidental.
2. Please deliver a complete form (i.e. pages 1-3 including pages with inapplicable items) except unused continuation sheets.
3. Please read the Notes for Completion before completing this form.
4. 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.
5. Please indicate the capacity of the person whose particulars have changed. If that person acts as both company secretary and director / alternate director, please tick all the relevant boxes.
6. Please provide the Hong Kong Identity Card number or passport number (as appropriate). If these particulars have not yet been reported to the Companies Registry (CR), please report the change by completing Section 2B of this form. If the company secretary / director / alternate director does not have a Hong Kong Identity Card or a passport of any country, please state ‘NIL’ in the boxes provided.
7. Please fill in the Presenter’s Reference section to facilitate follow up, if necessary.
<table>
<thead>
<tr>
<th><strong>Details of Change(s)</strong></th>
<th><strong>Effective Date</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>中文姓名</strong> Name in Chinese</td>
<td></td>
</tr>
<tr>
<td><strong>姓氏 Surname</strong></td>
<td></td>
</tr>
<tr>
<td><strong>名字 Other Names</strong></td>
<td></td>
</tr>
<tr>
<td><strong>英文姓名</strong> Name in English</td>
<td></td>
</tr>
<tr>
<td><strong>姓氏 Surname</strong></td>
<td></td>
</tr>
<tr>
<td><strong>名字 Other Names</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Those particulars which remain unchanged need not be stated.

**Change in Particulars of Company Secretary / Director (Natural Person)**

**B. 更改詳情**

**請完成有更改的項目**

**(a) 中文姓名** Name in Chinese

**(b) 英文姓名** Name in English

**(c) 別名** Alias

**(d) 地址** Address

**(e) 電郵地址** Email Address

**(f) 香港身分證號碼** Hong Kong Identity Card Number

**(g) 護照** Passport

For company secretary, please state the new correspondence address in Hong Kong. Change of residential address is not required to be reported. For director / alternate director, please state the new usual residential address.

Please state both the passport number and the passport issuing country. The two fields are considered as one set of information.
Company Secretary / Director (Body Corporate)

Particularly Currently Registered with the Companies Registry

Please tick the relevant box(es)

- Company Secretary
- Director
- Alternate Director

Name of Company Secretary / Director (Body Corporate)

Practice Makes Perfect Limited

Company Number

7888888

Only applicable to body corporate registered in Hong Kong

Details of Change(s)

Please complete item(s) with change(s) only

(a)  Name of Company Secretary / Director (Body Corporate)

Yan-yu Poon services Limited

Chinese

Practice Makes Perfect Limited

(b)  Address

Room 9901-9905, 99/F

Happy Commercial Building

1 Queensway

Country / Region

HONG KONG

(c)  Email Address

makesperfect@abc.com

This Notice includes the following Continuation Sheet(s)

<table>
<thead>
<tr>
<th>Continuation Sheet(s)</th>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of pages</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Signed

Maria Li

Date: 10/03/2014

D.  Director / Company Secretary

Delete whichever does not apply
Change in Particulars of Company Secretary/Director (Natural Person) (Section 2)

A. 現時在公司註冊處登記的詳情
   Particulars Currently Registered with the Companies Registry

<table>
<thead>
<tr>
<th>身分</th>
<th>公司秘書</th>
<th>董事</th>
<th>候補董事</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity</td>
<td>Company Secretary</td>
<td>Director</td>
<td>Alternate Director</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>中文姓名</th>
<th>Name in Chinese</th>
</tr>
</thead>
<tbody>
<tr>
<td>英文姓名</td>
<td>Name in English</td>
</tr>
</tbody>
</table>

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

(a) 中文姓名 Name in Chinese
<table>
<thead>
<tr>
<th>生效日期</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>日 DD 月 MM 年 YYYY</td>
<td></td>
</tr>
</tbody>
</table>

(b) 英文姓名 Name in English
<table>
<thead>
<tr>
<th>生效日期</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>日 DD 月 MM 年 YYYY</td>
<td></td>
</tr>
</tbody>
</table>

(c) 別名 Alias
   | 中文 Chinese |
|---------|------------|
| 英文 English |

(d) 地址 Address
<table>
<thead>
<tr>
<th>生效日期</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>日 DD 月 MM 年 YYYY</td>
<td></td>
</tr>
</tbody>
</table>

(e) 電郵地址 Email Address
<table>
<thead>
<tr>
<th>生效日期</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>日 DD 月 MM 年 YYYY</td>
<td></td>
</tr>
</tbody>
</table>

(f) 香港身分證號碼 Hong Kong Identity Card Number
<table>
<thead>
<tr>
<th>生效日期</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>日 DD 月 MM 年 YYYY</td>
<td></td>
</tr>
</tbody>
</table>

(g) 護照 Passport
<table>
<thead>
<tr>
<th>签發國家 Issuing Country</th>
<th>號碼 Number</th>
</tr>
</thead>
</table>

Company Secretary / Director (Body Corporate) (Section 3)

A. 現時在公司註冊處登記的詳情  Particulars Currently Registered with the Companies Registry

請在適用的空格內加上 ✓ 號 Please tick the relevant box(es)

<table>
<thead>
<tr>
<th>身分 Capacity</th>
<th>公司秘書 Company Secretary</th>
<th>董事 Director</th>
<th>候補董事 Alternate Director</th>
</tr>
</thead>
</table>

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

14. (a) 公司秘書 / 董事的名稱 Name of Company Secretary / Director (Body Corporate)

15. (b) 地址 Address

13. (c) 電郵地址 Email Address
Notes for Completion should be read but need not be delivered to the CR.

《公司條例》(香港法例第 622 章)
第 645(4) 及 652(2) 條規定交付的

更改公司秘書及董事詳情通知書

填表須知 — 表格 ND2B

附註

引言

1. 本表格是用以通知公司註冊處處長(「處長」)有關在香港成立為法團的公司的公
司秘書或聯名公司秘書(「公司秘書」)或董事(包括候補董事但不包括備任董事)
的詳情更改。如公司的公司秘書登記冊或董事登記冊所載的詳情有任何更改,
該公司須在有關詳情更改後的 15 日內，將更改的通知以本表格交付處長登記。

2. 請使用適當的表格申報下列更改—

<table>
<thead>
<tr>
<th>更改事項</th>
<th>表格</th>
</tr>
</thead>
<tbody>
<tr>
<td>本地公司董事(包括候補董事)或公司秘書的委任或停任</td>
<td>表格 ND2A</td>
</tr>
<tr>
<td>本地公司備任董事的提名或停任</td>
<td>表格 ND5</td>
</tr>
<tr>
<td>本地公司備任董事詳細的更改</td>
<td>表格 ND7</td>
</tr>
</tbody>
</table>

3. 請於一以中文或英文申報各項所需資料。如以中文申報，請用繁體字。以手寫
方式填寫的表格或不會被公司註冊處接納。

4. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

5. 你可郵寄本表格到「香港金鐘道 66 號政府合署 14 樓公司註冊處」，或
親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話，則該
表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

簽署

6. 本表格必須由一名董事或公司秘書簽署，公司註冊處不接納未簽妥的表格。

現時在公司註冊處登記的詳情 (第 2A 及 3A 項)

7. 請述明詳情有所更改者的身分。

8. 請填報屬自然人的公司秘書或董事已在公司註冊處登記的香港身分證號碼或護
照號碼，以方便本處識別身分。如該項資料未曾在本處登記，請在有關的空格
內填上「無」。

9. 如某商號的所有合夥人為公司的聯名公司秘書，請在供公司秘書(法人團體)填報
名稱的空格內填報商號名稱。

更改詳情 (第 2B 及 3B 項)

10. 請指定的空格內申報公司秘書或董事的新增詳情，並在相關的空格內填明生效
日期。如更改的詳情已於前述。「

11. 如申報公司秘書或董事的新增別名，請在空格內填報可供公司秘書或董事登記的
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。
12. (a) 請申報屬自然人的公司秘書在香港的通訊地址。本處不接納非香港地址或郵政信箱號碼。

(b) 請申報屬自然人的董事的常住地址。如屬非香港地址，請兩時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。

13. 請提供或更新公司秘書或董事的電郵地址(如有)以方便聯絡。如電郵地址有任何更動，亦請以本表格通知公司註冊處。

14. 及法人團體的董事或公司秘書更改名稱時，須列明新的公司全名(即中文及英文名稱)。例如：屬法人團體的董事的名稱加入了新的中文名稱或更改現有的中文名稱而英文名稱沒有任何更動，便須在填報新董事名稱的方格內填上新的或已更的中文名稱及現有的英文名稱。

15. (a) 如公司秘書屬法人團體，請註明其在香港的註冊辦事處或主要辦事處的地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。

(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。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。
NOTICE OF CHANGE IN PARTICULARS
OF COMPANY SECRETARY AND DIRECTOR

For the purposes of sections 645(4) and 652(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form ND2B

Introduction

1. This form should be used to notify the Registrar of Companies (the Registrar) of any change in particulars of the company secretary or joint company secretaries (company secretary) or director (including an alternate director but excluding a reserve director) of a company incorporated in Hong Kong. This form should be delivered to the Registrar for registration within 15 days after the change in the particulars contained in the company’s register of company secretaries or register of directors.

2. Please use the appropriate form to report the following changes —

<table>
<thead>
<tr>
<th>Types of changes</th>
<th>Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment or cessation of appointment of the company secretary or director (including an alternate director) of a local company</td>
<td>Form ND2A</td>
</tr>
<tr>
<td>Nomination or cessation of nomination of the reserve director of a local company</td>
<td>Form ND5</td>
</tr>
<tr>
<td>Changes in particulars of the reserve director of a local company</td>
<td>Form ND7</td>
</tr>
</tbody>
</table>

3. Please fill in all particulars and complete all items consistently in either Chinese or English. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may 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.

5. This form can be delivered by post or in person to “The Companies Registry, 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong”. If the form is delivered by post but the Registrar has not received it, the form will not be regarded as having been delivered to the Registrar in satisfaction of the relevant provision of the Companies Ordinance.

Signature

6. This form must be signed by a director or the company secretary. A form which is not properly signed will be rejected by the Companies Registry.

Particulars Currently Registered with the Companies Registry (Sections 2A and 3A)

7. Please indicate the capacity(ies) of the person(s) whose particulars have changed.

8. If the company secretary or director who is a natural person has registered the particulars in respect of his or her Hong Kong Identity Card number or 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.

9. If all the partners in a firm are joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).
Details of Change(s) (Sections 2B and 3B)

10. Please state only the new particulars of the company 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.

11. 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 company secretary or director in the box provided to facilitate correct updating of the record.

12. (a) Please provide the correspondence address in Hong Kong of the company secretary who is a natural person. Non-Hong Kong addresses or post office box numbers are not acceptable.

(b) Please provide the usual residential address of a director who is a natural person. If a non-Hong Kong address of a director is given, please also complete the box for ‘Country/Region’. ‘Care of’ addresses or post office box numbers are not acceptable.

13. Please provide or update the email address of the company secretary or director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing this form.

14. For reporting a change of name of a director or company secretary which is a body corporate, please state the new company name in full (i.e. both English and Chinese names). For example, if the name of a director which is a body corporate has been changed by adding a new Chinese name without any change in its English name, the existing English name should still be stated together with the new Chinese name in the box provided for the new name of the director.

15. (a) If the company secretary is a body corporate, the address of its registered or principal office in Hong Kong should be given. Non-Hong Kong addresses, ‘care of’ addresses or post office box numbers are not acceptable.

(b) If the director is a body corporate, the address of its registered or principal office should be given. If a non-Hong Kong address of the director is given, please also complete the box for ‘Country/Region’. ‘Care of’ addresses or post office box numbers are not acceptable.