



致：稅務局局長  
商業登記署  
香港灣仔告士打道 5 號  
稅務大樓 4 樓

\*業務/分行商業登記號碼：.....

\*業務/分行名稱：.....  
.....

現根據《商業登記條例》(第 310 章) 第 8(2) 條通知你，上述 \* 業務 / 分行已由 年 月 日起結束營業。

- 該業務先前由一商號或其他非法人團體經營，請將其商業登記註銷 [見下文附註(3)]。
- 該業務先前由一法人團體經營。該法人團體
  - 現正清盤。現附上有關清盤的特別決議案副本作為證明 [見下文附註(4)]。
  - 現正向公司註冊處處長申請不營運私人公司的註冊撤銷。現附上由公司註冊處處長發出批准撤銷註冊申請的信件副本作為證明。[見下文附註(4)]

如其後該法人團體被公司註冊處處長提出恢復註冊，本人承諾會於有關更改進行後 1 個月內通知稅務局局長，並明白先前稅務局局長因考慮該法人團體申請註冊撤銷而暫停發出的商業登記繳費通知書，會按局長的規定立即須予繳付。

- 是於香港以外地方成立為法團，並為《公司條例》第 XI 部所適用，該法人團體已由上述日期起停止在香港設有任何營業地點，請註銷其商業登記 [見下文附註(3)]。
- 請將該分行登記註銷 [見下文附註(3)]。

註：

- (1) 此通知書應在業務或分行結束後 1 個月內填交。
- (2) 請分別就每間結束營業的業務或分行填交一份通知書。
- (3) 必須繳付規定的商業登記費和徵費直至(及包括)業務/分行結束的年度為止。
- (4) 在提交所需文件後，稅務局局長會考慮就法人團體開始進行清盤或向公司註冊處處長申請不營運私人公司註冊撤銷後的年度暫停發出商業登記費和徵費的繳費通知書。在任何情況下，仍必須繳付規定的登記費和徵費直至(及包括)該法人團體開始進行清盤或申請不營運私人公司註冊撤銷的年度為止。

認可簽署：.....

姓名：.....  
(請用正楷)

香港身分證號碼：.....

職位： 東主  
 合夥人  
 該非屬法團的團體的高級職員  
 該法人團體的\*董事/經理/秘書/清盤人  
結束營業後的通訊地址：

- 請於適當的方格內加✓

\* 請將不適用的刪去

電話號碼：.....

日期：.....



**TO : COMMISSIONER OF INLAND REVENUE  
 BUSINESS REGISTRATION OFFICE  
 4/F., REVENUE TOWER,  
 5 GLOUCESTER ROAD, WAN CHAI,  
 HONG KONG.**

\* Business / Branch Registration No.: .....

\* Business Name / Branch Business Name: .....

.....

Notice is hereby given pursuant to section 8(2) of the Business Registration Ordinance (Cap. 310) that the above \* business / branch has ceased with effect from .....

- This is a business previously carried on by a firm or other body unincorporate, please cancel its business registration [see Note (3) below].
- This is a business previously carried on by a body corporate. The body corporate is -
  - now in liquidation. A copy of the special resolution for liquidation is submitted herewith in support [see Note (4) below].
  - now in the process of applying to the Registrar of Companies for deregistration. A copy of the approval letter issued by the Registrar of Companies is submitted herewith in support [see Note (4) below].

Should any reinstatement of the above deregistration be subsequently made by the Registrar of Companies, I undertake to notify the Commissioner of Inland Revenue within **1** month of the change and understand that the business registration demand notes previously suppressed due to the consideration of the application for the deregistration of the business by the Commissioner would immediately become payable.

- incorporated outside Hong Kong to which Part XI of the Companies Ordinance applied. It has ceased to have any place of business in Hong Kong with effect from the above-mentioned date. Please cancel its business registration [see Note (3) below].
- Please cancel the above-mentioned Branch Registration [see Note (3) below].

**Note:**

- (1) This notification should be made within 1 month of the date of cessation of the business/branch business.
- (2) Separate notification must be made for each business or branch business ceased.
- (3) The business registration fee and levy must be paid up to and including the year in which the business has ceased.
- (4) Upon submission of the documents required, the Commissioner will consider suppressing the issue of further demand notes for business registration fees and levy in respect of the years subsequent to that in which the winding-up commenced or the application for deregistration to the Registrar of Companies was made. In any event, the fee and levy must be paid up to and including the year in which the winding-up commenced or the application for the deregistration was made.

Authorised Signature: .....

Name: .....  
 (Please use BLOCK LETTERS)

H.K.I.C. No.: .....

Designation :  Proprietor  
 Partner  
 Principal Officer of the Body Unincorporate  
 \*Secretary/Manager/Director/Liquidator of the Body Corporate

Correspondence address after cessation:  
 .....  
 .....

Telephone No.: .....

Date : .....

"✓" tick whichever is applicable

\* Delete whichever is inapplicable