

繳款後，請沿虛線剪下並將有效的商業/分行登記證展示在營業地點。

Please cut along the dotted line after making payment and display the valid business/branch registration certificate at business address.

正本 ORIGINAL	表格 2 FORM 2 《商業登記條例》(第 310 章) BUSINESS REGISTRATION ORDINANCE (Chapter 310) 《商業登記規例》 BUSINESS REGISTRATION REGULATIONS 商業 XXXX 登記證 Business XXXX Registration Certificate	[第 5 條] [regulation 5]
XXXXXXXXXX XXXXXXXXXX		
業務 / 法團所用名稱 Name of Business/ Corporation	建築環保評估協會有限公司 BEAM SOCIETY LIMITED	
業務 / 分行名稱 Business/ Branch Name	***** *****	
地址 Address	1/F JOCKEY CLUB ENVIRONMENTAL BLDG 77 TAT CHEE AVENUE KOWLOON TONG KL	
業務性質 Nature of Business	CORP	
法律地位 Status	BODY CORPORATE	
生效日期 Date of Commencement	屆滿日期 Date of Expiry	登記證號碼 Certificate No.
12/11/2019	11/11/2020	53290884-000-11-19-7
		登記費及徵費 Fee and Levy
		\$250 (登記費 FEE = \$ 0) (徵費 LEVY = \$250)
請注意下列《商業登記條例》的規定： Please note the following requirements of the Business Registration Ordinance:		
<p>1. 第 6(6)條規定任何業務獲發商業登記證或分行登記證，並不表示該業務或經營該業務的人或受僱於該業務的僱員已遵從有關的任何法律規定。</p> <p>2. 第 12 條規定各業務須將其有效的商業登記證或有效的分行登記證於每一營業地點展示。</p>		
繳款時請將此商業 XXXX 登記證及繳款通知書完整交出。在付款後，本繳款通知書方成為有效的商業/ XXXX 登記證。(請參閱背頁繳款辦法所載內容。)		
Please produce this certificate and demand note intact at time of payment. This demand note will only become a valid business/XXXX registration certificate upon payment. (Please see payment instructions overleaf.)		
機印所示登記費及徵費收訖。 RECEIVED FEE AND LEVY HERE STATED IN PRINTED FIGURES.		

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(繳款前請勿將存根撕下 DO NOT DETACH THIS STUB BEFORE MAKING PAYMENT)

繳款通知書 DEMAND NOTE

CRC20201

請你在指定繳費日期或該日期之前，繳交上述登記證所示屆滿日期的期間之登記費及徵費。如你不依期清繳，稅務局局長可加徵罰款，並連同登記費及徵費一併向你追討。如你的業務於上述所示生效日期前已結束營業，則無須繳付有關登記費及徵費（在這情況下，如尚未就結束業務一事通知稅務局局長，請立即發出通知）。不過，請注意：就商業登記條例而言，法人團體的業務不被視作已結業，直至該法人團體被解散或已被公司註冊處處長撤銷註冊為止。繳款辦法請參閱背頁。

You are hereby required to pay the fee and levy shown below, for the period ending as per above Certificate, on or before the Specified Date, failing which the Commissioner may order that a penalty be added to the fee and levy and recovered therewith. If your business has ceased on a date which is prior to the date of commencement as shown, payment of the fee and levy is not required (in which case, please inform the Commissioner of the cessation if not already done). However, please note that for the purpose of the Business Registration Ordinance, the business of a body corporate is not regarded as having ceased until such body corporate is dissolved or deregistered by the Registrar of Companies. For payment instructions, please see overleaf.

指定繳費日期 (Specified Date)	登記證號碼 (Certificate No.)	應繳金額 (Amount Due)
16/12/2019	53290884-000-11-19-7	\$250.00

8507020200000025000010532908840000111907



稅務局局長 黃權輝

WONG KUEN-FAI

Commissioner of Inland Revenue

15/10/2019

付款說明

你可透過以下方法付款：

1. 電子付款

你可透過電話、銀行自動櫃員機或互聯網付款。請留意你每天的可繳款限額和有關的繳款服務機構每天截數的時間。

稅務局的「繳費靈」商戶編號為「10」。請致電「18013」登記帳單及「18033」交費。請注意你的商業登記證號碼每年都不相同，因此每次繳款前，請先登記有關帳單。

你可以在任何貼有「繳費服務」標誌的滙豐銀行／恒生銀行自動櫃員機或貼有「繳費易」標誌的「銀通」自動櫃員機，使用提款卡繳款。

如欲透過網上付款，你可以進入本局網頁 <www.ird.gov.hk>。在「稅務資料—其他」目錄選擇「繳稅及退稅」，然後選擇「付款辦法」下的「互聯網付款」。請依照指示付款。

你亦可透過電子支票支付網站 <www.paycheque.gov.hk> 上載電子支票／電子本票付款。請瀏覽該電子支票支付網站以獲取詳細指示。

2. 郵遞付款

請把支票連同本繳款通知書一併寄回「香港告士打道郵政局郵箱29015號稅務局局長收」。切勿郵寄現金，並預留足夠郵遞時間。本局恕不接納期票。

支票須加劃線並註明支付「香港特別行政區政府」。請在支票背面寫上商業登記證號碼。

3. 親臨付款

你可以攜同本繳款通知書到下列繳款處付款：

郵政局

請攜同本繳款通知書到全港任何一間郵政局以現金、支票或「易辦事」付款。有關各區郵政局的地址及辦公時間，請瀏覽香港郵政網頁 <www.hongkongpost.hk> 或致電其查詢熱線 2921 2222。

便利店

請攜同本繳款通知書到全港任何一間7-Eleven便利店、OK便利店、VanGo便利店及香港華潤萬家超級市場以現金付款。每次繳款金額上限為5,000元。

商業登記署

請攜同本繳款通知書往香港灣仔告士打道5號稅務大樓4樓以現金、支票或「易辦事」繳款。如你未持有商業登記繳款通知書，請先到查詢櫃位索取繳款通知書，然後付款。

收款時間：星期一至五 上午8時45分至下午5時正

注意

- 使用電子付款繳交商業登記費，請輸入商業登記證號碼。號碼末端如為'A'字，在使用電話或銀行自動櫃員機付款時，請無需輸入該'A'字。如透過銀行的互聯網上付款時，某些銀行或會要求客戶一併輸入'A'字，請留意個別銀行指示。
- 如以支票付款，收據須在支票首次提交付款銀行獲得兌現後，才屬有效。
- 如以電子／郵寄方式或親身到便利店付款，有效的商業登記證將於付款後寄回。
- 如你親身到郵局以罰款通知書繳款，有效的商業登記證將於付款後寄回。
- 除非已繳妥有關費用，否則該商業登記證根據《商業登記條例》第6(5)條並不視為有效。
- 過期繳付登記費及徵費會被加徵罰款（1年證：總行\$300、分行\$71；3年證：總行\$900、分行\$213）。

其他資料及查詢

請瀏覽稅務局網頁、致電查詢熱線 187 8088、電郵 taxbro@ird.gov.hk 或傳真至 2824 1482。本局亦可將所需資料傳真或郵寄給你。

IRS9711A (10/2016)

PAYMENT INSTRUCTIONS

The total amount due can be settled as follows:

1. Payment by electronic means

You may pay by phone, by bank ATM or via the Internet. Please note your personal transaction limit and the daily cut-off time of the relevant payment service provider.

The IRD's PPS merchant code is "10". Please dial 18011 for bill registration and 18031 for payment. Please note that a different Business Registration Certificate Number is given every year. Therefore, you have to register the relevant bill before making payment.

You may pay by ATM card at any HSBC/Hang Seng Bank ATM with the "Bill Payment" signage, or at any JETCO ATM with the "JET PAYMENT" logo.

To pay via the Internet, you can visit our web site <www.ird.gov.hk>. Click on "Payment & Refund" under "Tax Information - Others" menu. Select "Payment Methods" and then "Payment via Internet". Follow the instructions and make payment.

You may pay by e-Cheque/e-Cashier Order. Please visit the "Pay e-Cheque" portal at <www.paycheque.gov.hk> for detailed instructions.

2. Payment by post

You may mail your cheque together with this demand notice to "Commissioner of Inland Revenue, P.O. Box 29015, Gloucester Road Post Office, Hong Kong". Do not send in cash. You should allow sufficient mailing time. Post-dated cheques will not be accepted.

The cheque should be crossed, and made payable to either "The Government of the Hong Kong Special Administrative Region" or "The Government of the HKSAR". The Business Registration Certificate Number should be written on the back of the cheque.

3. Payment in person

Payment in person together with this demand notice can be made at the following collection points:

Post Office

Please bring along this demand notice to make payment by cash, cheque or EPS at any post office throughout Hong Kong. For details of addresses and opening hours of post offices, please visit the Hongkong Post web site <www.hongkongpost.hk> or call their enquiry hotline 2921 2222.

Convenience store

Please bring along this demand notice to make payment at any 7-Eleven Convenience Store, Circle K Convenience Store, VanGO Convenience Store and China Resources Vanguard Supermarket in Hong Kong. Cash payment up to \$5,000 per transaction is accepted.

Business Registration Office

Please bring along this demand notice to make payment by cash, cheque or EPS on 4/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong. If you do not have a Business Registration demand note, please obtain a copy of it from the Enquiries Counter for making payment.

Shroffing Hours: Monday to Friday 8:45 am to 5:00 pm

IMPORTANT

- To pay BR fee by electronic means, please enter the Business Registration Certificate Number. However, if the number ends with a letter 'A', for telephone or bank ATM payments, please skip the letter 'A'. For Internet payments, some banks may require input of the letter 'A'. Please refer to the instructions of individual banks.
- In the case of payment made by cheque, the receipt is valid only when the cheque is honoured on the first presentation to the drawee bank.
- For those payments made by electronic means/by post or through convenience stores, a receipted Business Registration Certificate will be sent to your business address after payment.
- If you make payment for penalty demand note in person at Post Offices, a receipted Business Registration Certificate will be sent to your business address after payment.
- The Business Registration Certificate is **NOT** valid in accordance with section 6(5) of the Business Registration Ordinance until the relevant payment has been duly made.
- Penalty (1-year Certificate: main \$300, branch \$71; 3-year Certificate: main \$900, branch \$213) will be imposed if the payment of fee and levy is made after the specified due date.

FURTHER INFORMATION AND ENQUIRIES

Please visit our web site, call our hotline 187 8088, email to taxbro@ird.gov.hk or fax to 2824 1482. We may also send the required information to you by fax or post upon request.



稅務局
商業登記署
香港灣仔告士打道5號
稅務大樓4樓

INLAND REVENUE DEPARTMENT
BUSINESS REGISTRATION OFFICE
4/F., Revenue Tower,
5 Gloucester Road, Wan Chai,
Hong Kong.
網址 Web site: www.ird.gov.hk

來函請寄「香港灣仔告士打道郵政局郵箱 29015
號稅務局局長收」
All correspondence should be addressed to:
Commissioner of Inland Revenue, P.O. Box
29015, Gloucester Road Post Office, Wan Chai,
Hong Kong.

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適用於根據《商業登記條例》(香港法例第 310 章) 登記的業務

在香港經營業務的人士，請注意下列《商業登記條例》的規定：

1. 第 7(2)條規定任何經營業務人士，倘在現有商業登記證期滿後未有收到繳款通知書，須於 **1 個月**內以書面通知稅務局局長(局長)。
2. 第 8(1)及 8(2)條規定凡申請登記表格內所列業務詳情有任何變更時或凡某項業務經已結束，任何經營有關業務的人或任何在結束前經營該項業務的人須於該變更發生時或該項業務結束時起計 **1 個月**內，以書面通知局長。
3. 第 8(1A)條規定根據《公司條例》(香港法例第 622 章)註冊的本地公司，須在實際開業後的 **1 個月**內書面通知局長其業務的資料，包括業務名稱、業務描述及業務性質、營業地點的地址和開業日期，並須在該等業務資料有所變更後 **1 個月**內書面通知局長。
4. 第 15(1)條規定對觸犯本條例者可施行的罰則，包括罰款\$5,000 及監禁 1 年。

如需進一步資料，請致電查詢熱線 187 8088、瀏覽本局網頁，網址 www.ird.gov.hk 或電郵 taxbro@ird.gov.hk。

Applicable to businesses registered under the Business Registration Ordinance (Chapter 310, Laws of Hong Kong)

Every person carrying on a business in Hong Kong should ensure compliance with the requirements of the Business Registration Ordinance. Please note :

1. Section 7(2) requires every person carrying on business to notify the Commissioner of Inland Revenue (Commissioner) of the non-receipt of the demand notice in writing within **one month** of the expiry of the existing business registration certificate.
2. Section 8(1) and 8(2) specifies that where there occurs any change in the particulars of a business as set out in the form of application for registration or where a business ceases to be carried on, any person carrying on such business or any person who was carrying on such business shall within **one month** of such change or of the cessation notify the Commissioner in writing thereof.
3. Section 8(1A) specifies that where a local company registered under the Companies Ordinance (Chapter 622, Laws of Hong Kong) commences to carry on business, it must notify the Commissioner in writing of the business particulars (business name, description and nature of business, business address and date of the commencement of business) and any change in those particulars within **one month** of the date of commencement of the business or of the change.
4. Section 15(1) provides penalties for offences against the Ordinance consisting of a fine of \$5,000 and imprisonment for 1 year.

If you need more information, please call our information hotline 187 8088, visit our web site www.ird.gov.hk or e-mail to taxbro@ird.gov.hk.



遵從《公司條例》及《商業登記條例》

適用於根據《公司條例》(香港法例第 622 章) 註冊的本地公司

公司註冊後，須遵從《公司條例》的規定，於訂明時限內向公司註冊處處長交付法定申報表，其中包括但不限於下述申報：

第 658 條規定公司須在其註冊辦事處地址更改後的 **15 日內** 交付 **表格 NR1**。

第 645 及 652 條規定，如公司的董事、公司秘書及/或他們的詳情有任何更改，公司須在更改後的 **15 日內** 交付**表格 ND2A** 及/或 **表格 ND2B** (視屬何情況而定)。

第 662 及 664 條規定公司須以 **表格NARI** 交付 **周年申報表** 及每年登記費 –

- 私人公司 須就每一年，在公司成立為法團之日在該年中的周年日後的 **42日內** 交付；
- 公眾公司 須就每一個財政年度，在公司的申報表日期（即公司的會計參照期結束後的 **6 個月** 屆滿之日）後的**42日內** 交付，並須隨附公司的財務報表、董事報告及核數師報告的經核證真實副本；
- 擔保有限公司 須就每一個財政年度，在公司的申報表日期（即公司的會計參照期結束後的 **9 個月** 屆滿之日）後的 **42日內** 交付，並須隨附公司的財務報表、董事報告及核數師報告的經核證真實副本。

- ❖ 辦理商業登記及換領商業登記證屬稅務局轄下商業登記署所執行的《商業登記條例》(香港法例第 310 章) 的法定要求。即使你已換領商業登記證，你仍須根據《公司條例》於訂明時限內向公司註冊處處長交付**周年申報表及每年登記費用**。逾期交付周年申報表，須繳付大幅度提高的登記費用。
- ❖ 公司如未有遵從《公司條例》的規定，公司及其每名責任人(包括每名董事、公司秘書及經理)可被檢控，一經定罪，可被處失責罰款。
- ❖ 本處「註冊易」網站 (www.eregistry.gov.hk) 提供「**周年申報表 e 提示**」服務。有關詳情，請瀏覽 www.cr.gov.hk 「遵從法規」一欄。
- ❖ 你可在 www.cr.gov.hk 登記訂閱本處的「電子資訊」、下載本處的資料小冊子、收費表及表格。

Compliance with the Companies Ordinance and Business Registration Ordinance

Applicable to local companies registered under the Companies Ordinance (Chapter 622, Laws of Hong Kong)

After registration, companies must comply with the requirements of the Companies Ordinance and deliver statutory returns to the Registrar of Companies within prescribed time periods including, but not limited to, the following:

Section 658 requires a company to deliver a notice of change of address of registered office in **Form NR1 within 15 days** after the change.

Sections 645 and 652 provide that where there is any change in the company's director, company secretary and/or in their particulars, the company must, **within 15 days** after the change, deliver a notice of change in **Form ND2A** and/or **Form ND2B** (as the case may be).

Sections 662 and 664 provide that a company must deliver an **annual return** in **Form NARI** together with an annual registration fee –

- for a **private company**, in respect of every year, **within 42 days** after the anniversary of the date of incorporation of the company in that year;
- for a **public company**, in respect of every financial year, **within 42 days** after the company's return date. The company's return date is the date that is **6 months** after the end of the company's accounting reference period. The return must be accompanied by certified true copies of the company's financial statements, directors' report and auditors' report;
- for a **company limited by guarantee**, in respect of every financial year, **within 42 days** after the company's return date. The company's return date is the date that is **9 months** after the end of the company's accounting reference period. The return must be accompanied by certified true copies of the company's financial statements, directors' report and auditors' report.

- ❖ Business registration and its renewal are statutory requirements under the Business Registration Ordinance (Chapter 310 of the Laws of Hong Kong) administered by the Business Registration Office of the Inland Revenue Department. **You are still required under the Companies Ordinance to deliver your annual return together with the annual registration fee to the Registrar of Companies within the prescribed time period** even if you have already renewed your business registration. Substantially higher registration fee is payable for late delivery of annual return.
- ❖ If a company fails to comply with the requirements of the Companies Ordinance, the company and every responsible person of the company, including every director, company secretary and manager of the company, are liable to prosecution and, if convicted, default fines.
- ❖ An "**Annual Return e-Reminder**" service is available at the e-Registry (www.eregistry.gov.hk). For details, please visit the "Compliance" section at www.cr.gov.hk.
- ❖ You can register for our e-News, download our information pamphlets, fee schedule and forms at www.cr.gov.hk.