

申請更改登記店舖資料

申請手續

1. 會員所登記店舖的負責人、註冊地址、公司名稱、聯絡電話或營業時間若有任何更改，新資料必須於接待旅客七天前以書面通知議會。
2. 為方便議會處理申請，會員或登記店舖請預早向議會遞交下列各項：
 - 新資料及其擬生效日期的書面通知，或已填妥的「更改登記店舖資料申請表」【見附頁】。
 - 在更改公司名稱的情況下：已更改相關資料的商業登記證副本。若文件未辦妥，可在新公司名稱生效前補回文件。
 - 在更改註冊地址的情況下：已更改相關資料的商業登記證副本、新地址的租約副本及樓宇平面圖副本。若文件未辦妥，可在新註冊地址生效前補回文件。
3. 議會或會作實地視察，以及將申請交予「購物事宜委員會」審批。

Application for Change of Registered Shop's Information

Application procedures

1. If there is any change to the authorised person, registered address, company name, contact telephone number or business hours of a shop registered with the TIC by members, the TIC shall be notified in writing of such new information **seven days before the shop receives inbound visitors**.
2. To facilitate processing of applications by the TIC, members or registered shops should submit the following documents to the TIC in advance:
 - Written notification of the new information and its intended effective date, or the completed Application Form for Change of Registered Shop's Information (see the attached).
 - In the case of change of company name: a copy of the Business Registration Certificate with the relevant particular changed, which, if not ready yet, may be submitted later but not later than when the new company name becomes effective.
 - In the case of change of registered address: a copy of the Business Registration Certificate with the relevant particular changed, and a copy of the lease and the floor plan of the new address, which, if not ready yet, may be submitted later but not later than when the new registered address becomes effective.
3. The TIC may conduct on-site inspections and submit the applications to the Committee on Shopping-related Practices for consideration and approval.



更改登記店舖資料申請表
Application Form for Change of Registered Shop's Information

- | | | |
|--|---|---|
| <input type="checkbox"/> 更改公司名稱
Change of Company Name | <input type="checkbox"/> 更改註冊地址
Change of Registered Address | <input type="checkbox"/> 更改公司負責人
Change of Authorised Person |
| <input type="checkbox"/> 更改聯絡電話
Change of Contact Telephone No. | <input type="checkbox"/> 更改營業時間
Change of Business Hours | |

(請在方格內劃上「✓」號)

舊登記資料 Old Registered Information

公司名稱 Company Name : _____	
營業名稱 (如與上述不同) Trade Name (if different from above) : _____	
註冊地址(中、英文) Registered Address (in English and Chinese): _____	
負責人姓名 Authorised Person : _____	聯絡電話 Contact Telephone No. : _____
營業時間 Business Hours : _____	

新登記資料 New Registered Information

生效日期 Effective Date : _____	
公司名稱 Company Name : _____	
營業名稱 (如與上述不同) Trade Name (if different from above) : _____	
註冊地址(中、英文) Registered Address (in English and Chinese): _____	
負責人姓名 Authorised Person : _____	聯絡電話 Contact Telephone No. : _____
營業時間 Business Hours : _____	

負責人姓名 Authorised Person : _____	簽署及公司蓋章 Signature & Company Stamp : _____
申請日期 Application Date : _____	