



混合模式講座： 信託或公司服務提供者如何協助 港資企業赴內地投資、所需之公證 文書流程及需注意的風險事項

HYBRID
SEMINAR

課程編號：
SCPD26071401 (實體)
EWEB26071401 (Zoom網上直播)

中國委托公証人受司法部委托，都是香港資深的執業律師，負責辦理涉港公證文書並轉遞內地使用。本次講座除簡介中國委托公証人制度、辦理公證文書的流程及港資企業赴內地投資的公證文書，也會重點介紹信託或公司服務提供者在公證文書辦理過程中需注意之事項及可能遇見的問題。

講座大綱

- 一、中國委托公証人制度及協會簡介；
- 二、辦理公證文書流程、公證文書的種類、及常見的公司類公證文書；
- 三、假冒國企在港投資香港公司申請辦理公證；
- 四、辦理涉及有潛在風險事項的公司決議證明書公証及如何避免風險；
- 五、委托公証信息化發展現況；
- 六、問答環節

課程目標

- 當要求辦理公證的香港公司的股東被發現為假冒的國企或知名私人企業，作為信託或公司服務提供者替客戶成立香港公司或替其擔任秘書或提供其他服務時，應如何避免成為假冒者的工具，以免受公司註冊處的處分或其他執法部門的調查？
- 與香港不同，內地法律體制重視公章及法定代表人，在辦理公證時，香港公司秘書應如何草擬公司董事會決議以符合內地要求？
- 香港公司股東或董事之間有爭議，委托公証人可否為其辦理公證？
- 香港公司作為內地公司的股東，委托公証人為香港公司辦理涉及內地公司出售重大資產或更換法定代表人等事項的公證時，公司秘書可以如何提供協助，需注意哪些事項，有哪些風險？

日期	2026 年 7 月 14 日 (星期二)
時間	晚上 7:00 – 8:30 (實體講座參加者的登記將於下午 6 點 30 分開始，屆時將設有簡單茶點招待。)
地點 (實體講座)	香港會計師公會 香港灣仔皇后大道東 213 號胡忠大廈 27 樓
活動形式	混合模式 - 實體 + Zoom 網上直播
語言	廣東話
香港會計師公會 專業進修時數	1.5 小時 (以實際出席時間為準)
費用	HKICPA 會員、學生及 IA: HK\$170 非會員: HK\$370 (當您註冊成功後，本會將向您發送一封電子郵件，其中包含線上講座的登入資訊。您可以透過平板電腦、智慧型手機或電腦加入線上講座。)
對象	會計師、學生及與公証業務相關的專業人士
領域範疇	風險管理
次級領域範疇	識別及管理風險
等級	基礎級 - 中級

講者



許文傑律師

中國委托公証人協會理事

許文傑律師於「香港大學」取得法學學士學位，自 2000 年起至今為香港執業律師，主要執業範圍是民商事訴訟及刑事訴訟。2014 年，許律師獲認許為訟辯律師 (Solicitor Advocate)，享有較高級法院出庭發言權。

許律師現為「香港律師會民事訴訟委員會」及「香港律師會較高級法院出庭發言權委員會」委員。自 2014 年起至今，許律師擔任「律師紀律審裁組」書記。

許律師亦是中國委托公証人、國際公證人、粵港澳大灣區律師、粵港澳大灣區調解員、香港認可調解員 (綜合及家事)、仲裁員及審裁員。他現為「中國委托公証人協會有限公司」理事及「中國公證協會」理事。



CPD EVENT ENROLMENT FORM

(The enrolment form must reach the Institute no later than 2 working days before the start of the event.)

Please send the complete form **by e-mail** or **by post** together with the required payment

Email: enrolment@hki CPA.org.hk

By post: **HKICPA, 37/F, Wu Chung House, 213 Queen's Road East, Wanchai. Attn: F&O Dept.**

Payment & Enrolment Status Enquiry: 2287 7381 / enrolment@hki CPA.org.hk	Course Information Enquiry: 2287 7253 / cpd@hki CPA.org.hk	FOR OFFICE USE
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Section 1 – Personal Particulars where appropriate. All fields are mandatory unless specified otherwise.

Membership No.: _____, or please specify: Non-member GAA Passport Holder

Name of participant: _____ Organization: _____
Family name *Given name* *(optional)*

Contact information provided below is used solely for communication of the particular event(s), without update to your member profile.

Mobile: _____ E-mail: _____

Section 2 – Event Registration All fields are mandatory.

No.	Event code	Event name	Fees
1.			HK\$
2.			HK\$
3.			HK\$
Total:			HK\$

Section 3 – Payment Please fill in either 3A or 3B and where appropriate. All fields are mandatory in either part.

3A	<input type="checkbox"/> Cheque (No. _____) payable to HKICPA or Hong Kong Institute of Certified Public Accountants		
	<input type="checkbox"/> BOC HKICPA VISA <input type="checkbox"/> BOC HKICPA UnionPay card <input type="checkbox"/> Other VISA / MasterCard		
	Card Number: _____ - _____ - _____ - _____ Card Expiry Date: (MM/YY) ____ / ____		
	Cardholder's Name:	Cardholder's Signature:	Date of completing the form:

Complete this part only if "Support Programme" applies.

3B	<input type="checkbox"/> I am unemployed and not working. I am planning to rejoin the workforce.	Date:	
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Note:

- 3.1 Applications will only be accepted when payment is made by cheque or credit card. Cash is strictly not accepted.
- 3.2 For cheque payment, please issue separate cheque for each event. For credit card payment, the card should be valid with expiry date at least 1 month from the date of event.
- 3.3 In order not to delay the process, please ensure payment is made together with your application.
- 3.4 Payment receipt will be sent to your email address provided above once the payment is confirmed.
- 3.5 In normal circumstances, the course fee is non-refundable or non-transferrable upon receipt of payment by HKICPA. Should the course be cancelled or postponed due to unforeseeable circumstances, refund will be made according to your payment method. Unsuccessful enrolment will be notified with full refund. For credit card payment, refund will be made directly to your credit card account. For cheque payment, refund will be mailed to your correspondence address.
- 3.6 Members of HKICPA may access to "MyCPA" to check your enrolment status.

Section 4 – Points to Note

- 4.1 Applications are processed on a first-come, first-served basis.
- 4.2 Confirmation of enrolment and login information to access the event (if applicable) will be sent to you via email. Your login ID and password are for your exclusive use ONLY and you should not share them with anyone.
- 4.3 In the event of typhoon signal no. 8 or above or a Black Rainstorm warning is hoisted, all scheduled events will be cancelled/postponed. Further details of bad weather arrangement for CPD programmes, please refer to the Institute's homepage.
- 4.4 Your personal data collected from the enrolment process and administration of courses/events/activities will be used for the purpose of the administration of the course on which you are enrolled. The provision of personal data by means of this form is voluntary. However, insufficient information may result in an inability to process your application. Such data collected may be accessible by the Institute's officers, persons or committees processing the application and related matters. In addition, the Institute may use the collected data for statistical research and analysis. The Institute intends to use the personal data of your name, email address and correspondence address to inform you, where relevant, of members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. Members and registered students may opt out of receiving such materials at any time by logging in via the following link <https://mas.hki CPA.org.hk/mycpa/communication/preference>. Non-members may opt out of receiving such materials at any time by sending an email to the Institute at privacyofficer@hki CPA.org.hk or a letter to the Institute's privacy officer. For more information about the privacy policy of the Institute, please go to <https://www.hki CPA.org.hk/en/Tools/Privacy-policy>.
- 4.5 No unauthorized audio or video recording is allowed at CPD events.
- 4.6 The Institute reserves the right to amend the above terms and conditions without prior notice, and to change the venue, date, speaker or to cancel the event due to unforeseen circumstances. In case of any disputes, the Institute reserves the right to make the final decision.

For payment by cheque, please fill-in your postal address for refund.	
Name:	Name:
Address:	Address: