



Briefing Session

Integrated Companies Registry Information System Third Party Software Interface Specification

Larry Lau
ICRIS Enhancement Project Manager
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Agenda

- > 1. Background Information
- > 2. High Level Workflow
- > 3. e-Form Generation
- > 4. e-Form Templates
- > 5. System Requirements
- > 6. Rollout Schedule for TPSI
- > 7. Testing Arrangement
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1. Background Information



1.1 Background Information

- To create new service capabilities to enable a more business-friendly and efficient environment
- To integrate e-Incorporation, e-Filing, as well as other e-initiatives such as e-Reminder, e-Monitor functions into the existing ICRIS-1 System
- To make Hong Kong a better place to do business and enhance the overall competitiveness

1.2 Future Mode of Submission

- › Submission via e-Services
 - › Download and fill out e-Form one by one
 - › Via Third Party Software Interface (TPSI) – additional means for professional users

- › Benefits
 - › Shorten the lead time to incorporation
 - › Improve services by offering submission via Internet

Existing Mode of Submission (via Paper) **remains unchanged**

1.3 Terms Used

- › Company account - An account opened by a company in the e-Registry portal
- › User Company - A company using the e-Registry services for the company itself or for other companies.
- › ICRIS - Integrated Companies Registry Information System
- › e-Registry - Name of the ICRIS portal of the CR
- › Signatory - A person who is authorised to electronically sign an e-Form by either e-Cert Signing or PIN Signing
- › TPSI – Third Party Software Interface

2. High Level Workflow

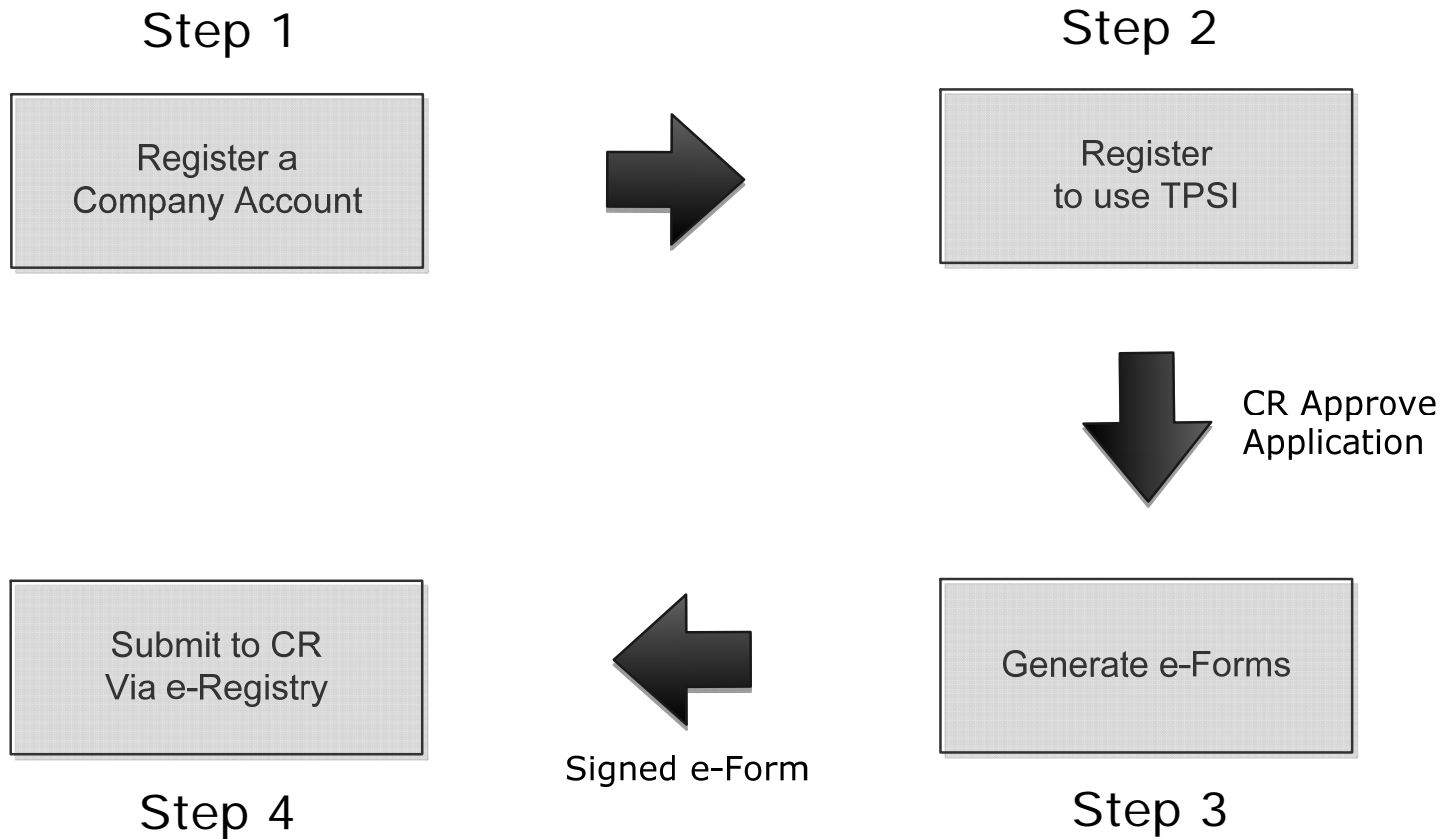


2.1 How to start TPSI?

- › Using TPSI is optional
- › User Company should register an e-Registry Company Account via the e-Registry
- › User Company login to the e-Registry using the e-Registry Company Account for registration to use TPSI
- › User Company can opt to withdraw from using TPSI at any time by giving notification to CR via the e-Registry



2.2 Overview of TPSI Process



3. e-Form Generation



3.1 Approaches to generate e-Forms

- a) Acquire Versitech e-Form Processor to fill the required business data into the e-Form template

OR

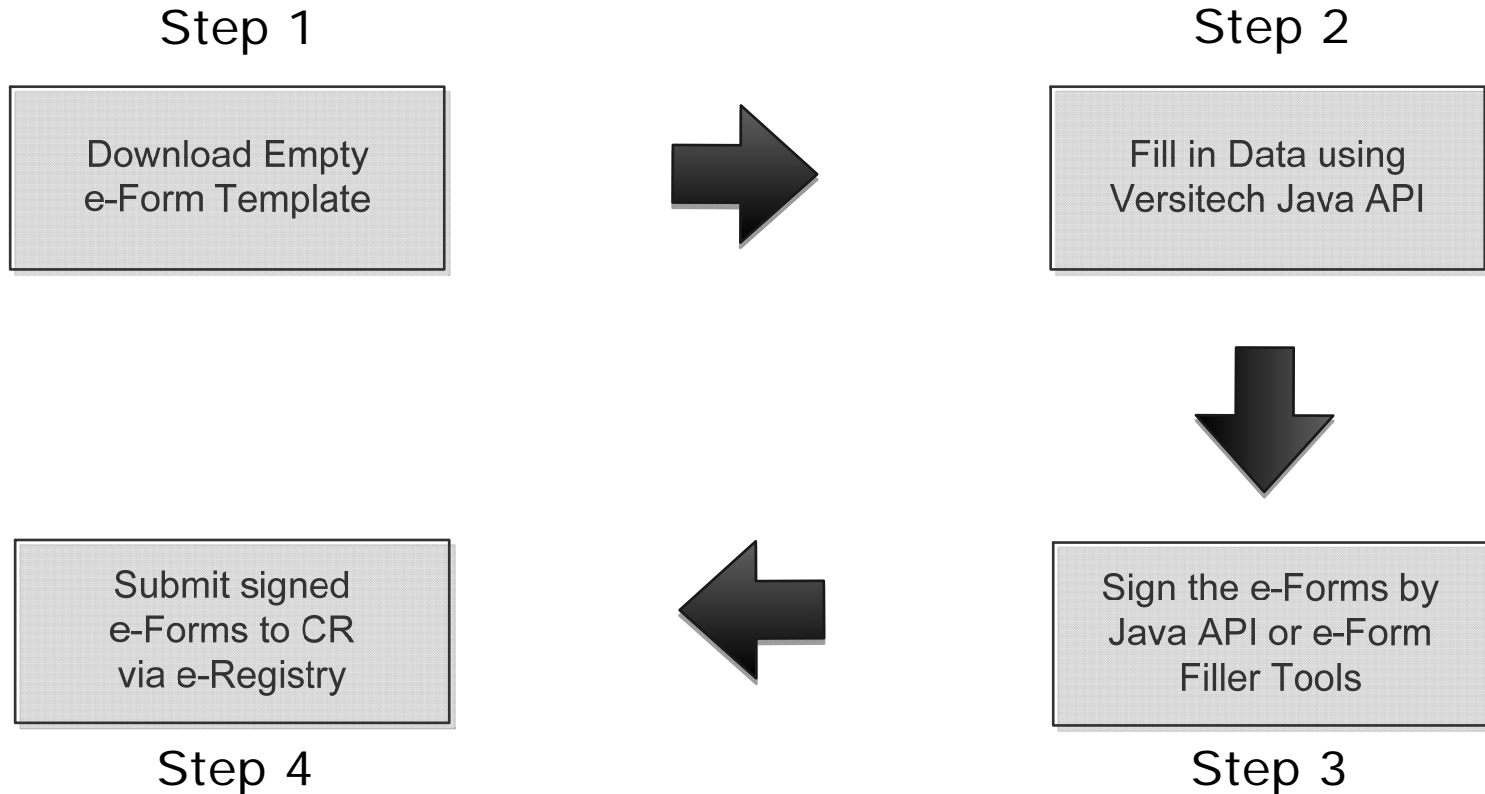
- b) Use the e-Registry TPSI function to generate e-Form from ICRIS XML Data file of User Companies
- > e-Form templates can be downloaded from the e-Registry

(1) Generate e-Forms – using Versitech e-Form Processor

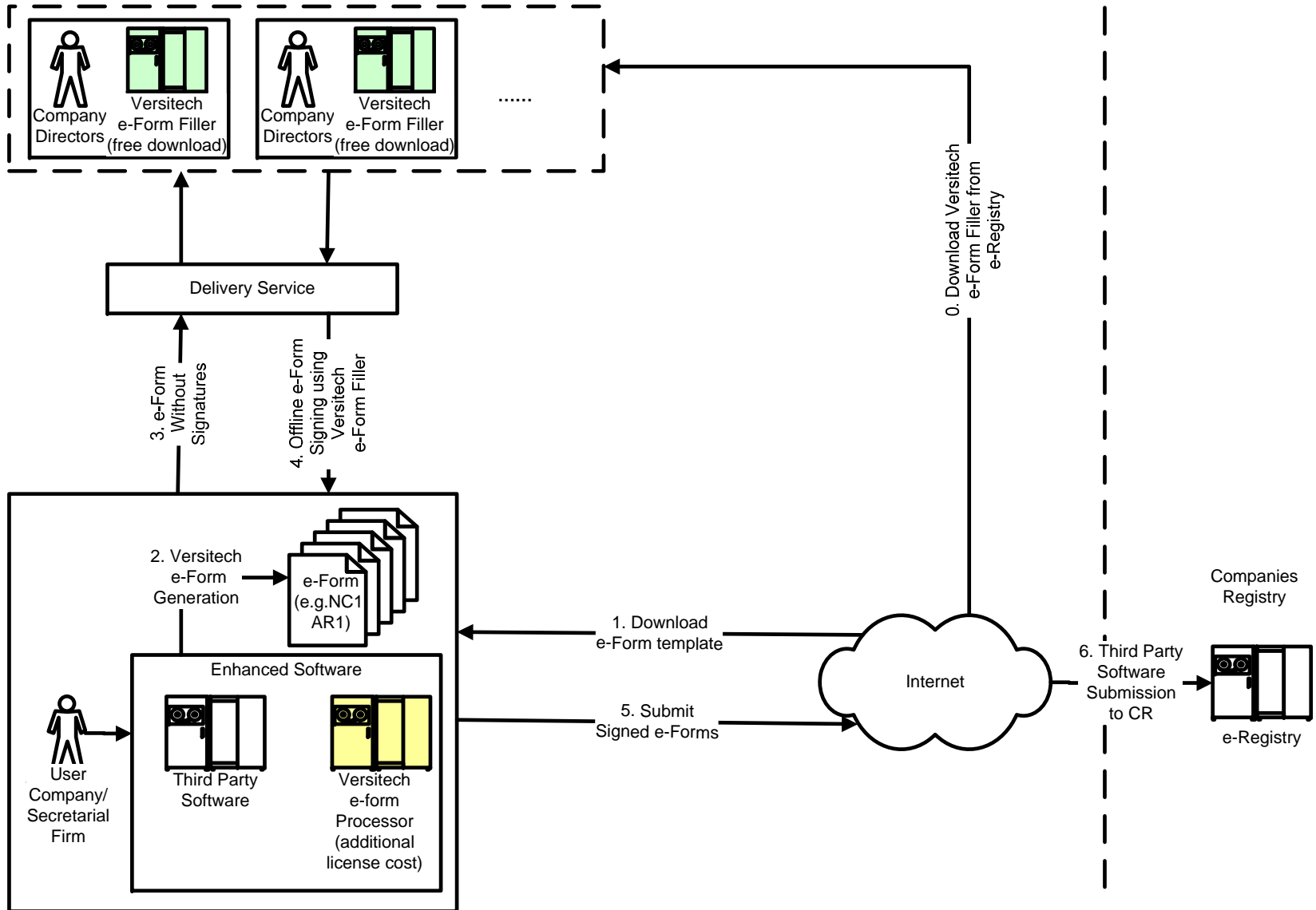
› Versitech e-Form Processor

- › Java-based component of the Versitech e-Form solution (to be acquired from the relevant vendor)
- › e-Form Processor Java API – to fill in data to e-Form template
- › Signing an e-Form
 - › Use Java API from Versitech e-Form Processor (supplied in the Versitech e-Form solution) or
 - › Use the Versitech e-Form Filler (to be downloaded from the e-Registry)

Workflow – Versitech e-Form Processor



Versitech e-Form Processor



Workflow

1. User Company downloads e-Form templates from the e-Registry.
2. User Company uses its own e-Form generation system to create e-Forms.
3. User Company delivers the e-Forms so generated to the Signatory(ies) for signing. The Signatory(ies) sign the e-Forms by using the Versitech e-Form Filler in the correct sequence (i.e., with signing of each section by individual Signatory(ies) done first, and Form Signing done last).
4. Signed e-Forms are returned to the User Company.
5. User Company submits the signed e-Forms to the CR using the TPSI function.

(2) Generate e-Forms – using ICRIS XML Data File

- No need to acquire the Versitech e-Form Solution
- User Company to submit ICRIS XML Data File to the e-Registry to generate e-Forms



Workflow – ICRIS XML Data File

Step 1

Generate XML
Data File



Step 2

Submit XML Data
file to e-Registry



Step 3

e-Registry generate e-
Form with
the XML Data file



Download Link is sent to
Submitter to retrieve the
e-Form

Step 4

Submit signed
e-Forms to CR
via e-Registry



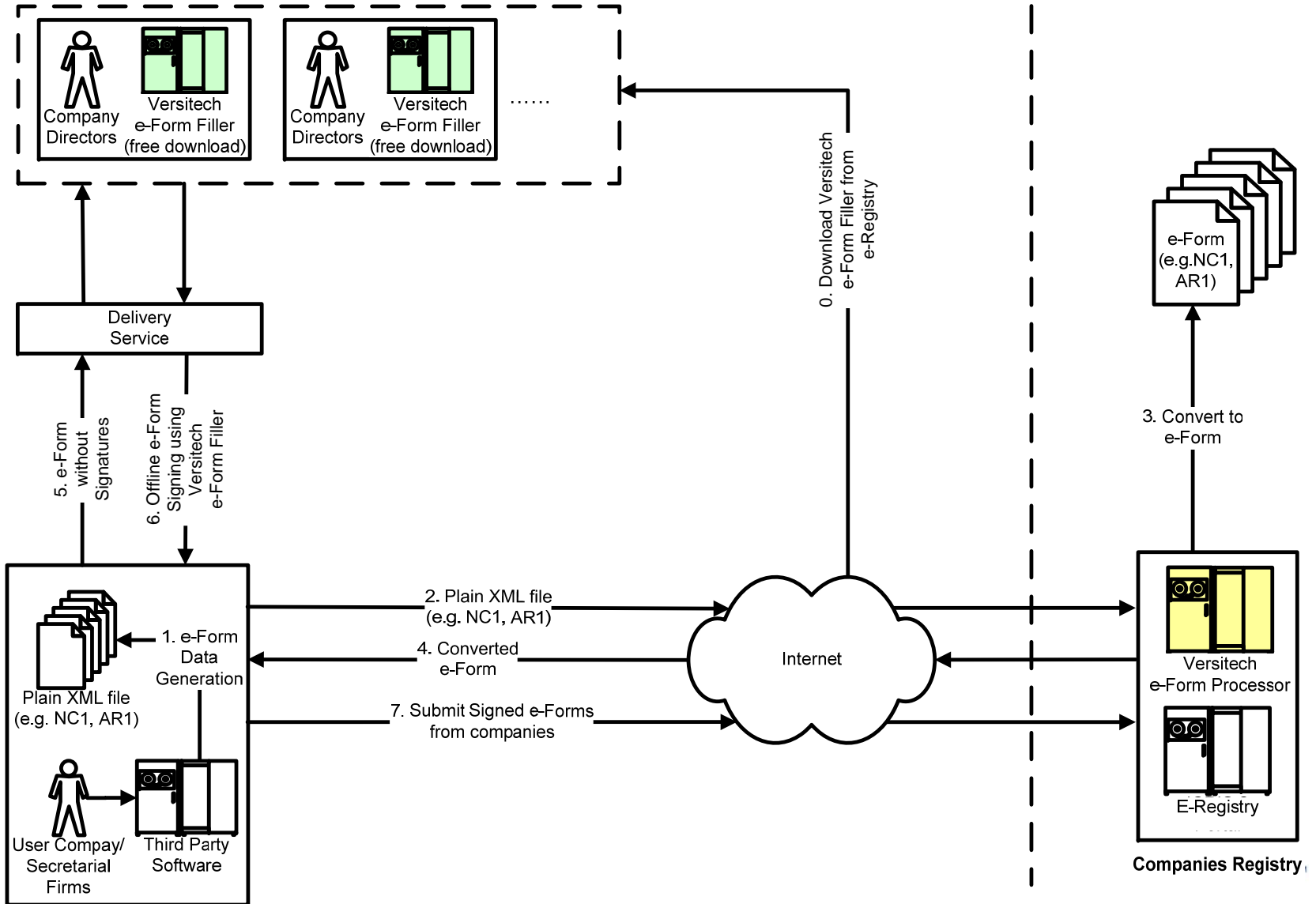
Sign the e-Form by
e-Form Filler Tools



Step 5

Step 6

ICRIS XML Data File



Workflow

1. User Company generates the ICRIS XML data files.
2. User Company uses the TPSI function to upload the ICRIS XML data files to the e-Registry for e-Forms generation.
3. The ICRIS XML data files are queued up in ICRIS for converting into e-Forms.
4. The CR sends notification to the User Company after successfully generated the e-Forms. A download link is provided in the notification for the User Company to retrieve the e-Forms so generated.

Workflow (cont'd)

5. User Company delivers the e-Forms so generated to the Signatory(ies) for signing. The Signatory(ies) sign the e-Forms by using the Versitech e-Form Filler.
6. Signed e-Forms are returned to the User Company.
7. User Company submits the signed e-Forms to the CR using the TPSI function.

3.2 Attachments

- › Customised Memorandum and Articles of Association
- › PDF format only
- › Maximum size is 500 KB

3.3 Special Handling

> First Submission

- > The first time that the document is submitted to the CR

> Re-submission

- > The documents that are returned from the CR and require further action

	First Submission	Re-Submission
Case Number	Blank	Retain the case number assigned by CR
e-Form Barcode	Blank	Retain the barcode number assigned by CR
Attachment Barcode	Blank	Retain the barcode number assigned by CR

4. e-Form Templates



4.1 Pre-defined Form Templates

- › e-Form Templates
- › ICRIS XML Data File

4.2 e-Form Templates

- › Pre-defined e-Form format (TPSI Specification)
 - › XML format
 - › Unique label for each field
 - › Data in UTF-8 encoding
 - › Result in failure in submission if you change the non-data sections of the templates
- › Obtained from the e-Registry

4.3 ICRIS XML Data File

- › Pre-defined format (TPSI Specification)
 - › XML Format
 - › Unique label for each field
 - › Data in UTF-8 encoding
 - › Result in failure in submission if you change the non-data sections of the template

4.3 ICRIS XML Data File (cont'd)

e-Form Data Type	XML Data Type
Drop Down List	TextField
Text	TextField
Text Area	TextField
Signature	N/A
Checkbox	TextField
Attachment	N/A
Button	N/A
Strike-Out	N/A
Radio Button	RadioField
Table	TableField

4.4 Sample

Item No.	Field Label	Field Name	Max. Length	Data Type (XML Data)	Data Type (Versitech)	Input Method	Read Only (Y/N)	Data Masking	Display Format
Section 1:									
1.1	擬採用的公司英文名稱 Intended English Company Name	S1compNameE	150	TextField	Text	Manual Input	N		-
1.2	擬採用的公司中文名稱 Intended Chinese Company Name	S1compNameC	75	TextField	Text	Manual Input	N		-
Section 2:									
2	公司類別 Type of Company	S2typeOfCompGroup	-	RadioField	Radio Button (Appear like checkbox)	Manual Select	N		-

4.4 Sample (cont'd)



公司註冊處
Companies Registry

法團成立表格 (股份有限公司) Incorporation Form (Company Limited by Shares)

(《公司條例》第 14A 條)
(Companies Ordinance s. 14A)

表格
Form

NC1

填表時請參閱有關的註解。

Please read the accompanying Notes when completing this form.

Section 1

Item
1.1

1 擬採用的公司名稱 Intended Company Name

註解 Note

擬採用的公司英文名稱 Intended English Company Name

擬採用的公司中文名稱 Intended Chinese Company Name

Item
1.2

4.4 Sample (cont'd)

Item No.	Field Label	Field Name	Max. Length	Data Type (XML Data)	Data Type (Versitech)	Input Method	Read Only (Y/N)	Data Masking	Display Format
Section 1:									
1.1	擬採用的公司英文名稱 Intended English Company Name	S1compNameE	150	TextField	Text	Manual Input	N		-
1.2	擬採用的公司中文名稱 Intended Chinese Company Name	S1compNameC	75	TextField	Text	Manual Input	N		-
Section 2:									
2	公司類別 Type of Company	S2typeOfCompGroup	-	RadioField	Radio Button (Appear like checkbox)	Manual Select	N		-

Data Type

Value to be set

```
<Eform xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:noNamespaceSchemaLocation="CR-Format.xsd" id="NC1">
  <TextField id="S1compNameE">GREAT RICH SUCCESS INT'L LIMITED</TextField>
  <TextField id="S1compNameC">大展鴻圖國際有限公司</TextField>
  <RadioField id="S2typeOfComp">1</RadioField>
  <TextField id="S3intAddr">Room 8801 8803, 88F, Happy Commercial Building,
  1 Queensway, Hong Kong</TextField>
  <TextField id="S3intCountry">Hong Kong</TextField>
```

Field Name

5. System Requirements



5.1 Major Components

- › Versitech e-Form Solution
 - › Versitech e-Form Processor
 - › Versitech e-Form Filler

5.2 Versitech e-Form Processor Components

- › Distribution Package
 - › Versitech e-Form Processor
 - › Jakarta Tomcat Application Server
 - › Jakarta Ant Build Tool
 - › JEdit
 - › e-Form Processor Handbook
 - › JavaDoc API Document

- › Further information
 - › <http://www.versitech.hku.hk>

5.3 Versitech e-Form Processor

- › For filling in e-Form template with the required business data

- › Hardware
 - › Server hardware capable of running J2EE Application Server

- › Software
 - › Java 2 Platform (Standard Edition) Runtime Environment (JRE) SDK v1.6 or higher
 - › J2EE compliant application server such as Apache Tomcat

5.4 Versitech e-Form Filler

- › For viewing and filling of e-Forms
- › Hardware
 - › Intel Pentium 4 processor or higher, with 512 MB memory or more
- › Software
 - › Microsoft Windows 2000/XP/Vista
 - › Apple Mac OS X 10.4.8 or above
 - › Fedora Linux Core 7 or above
 - › Java 2 Platform (Standard Edition) Runtime Environment (JRE) SDK v1.6 or higher
- › Freely download from the e-Registry

6. Rollout Schedule for TPSI



6.1 Rollout Schedule for TPSI

> Stage 1

- > Forms: e-NC1, e-NC1G, and e-NC2
- > Testing period: January – March 2011 (tentative)
- > Production rollout: Second Quarter 2011

> Stage 2

- > Rollout in four batches during 2011 to 2012
- > Details to be released in due course

7. Testing Arrangement

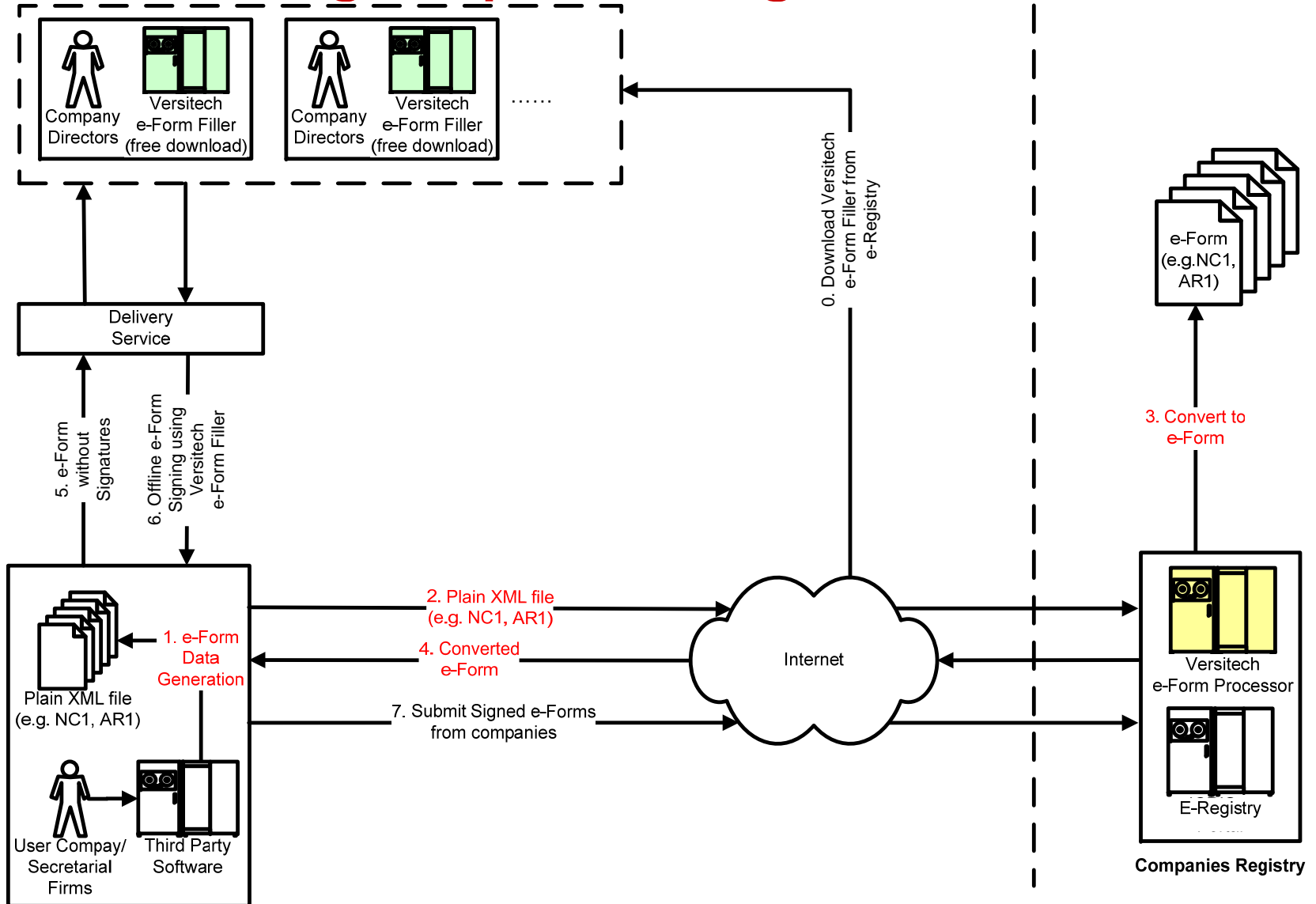


7.1 Testing Scope for Stage 1

- › Testing on using ICRIS XML Data File only and up to the generation of e-Form
- › Covers the ICRIS XML Data Files for e-NC1, e-NC1G, and e-NC2



7.1 Testing Scope for Stage 1 (cont'd)



7.2 Testing Arrangement

- › e-Form
 - › e-Form Filler

- › ICRIS XML Data File
 - › Connect to CR testing server via Internet
 - › Test on the XML-to-e-Form transformation only
 - › Testing server opens two days a week during 10 a.m. to 5 p.m.
 - › Detailed arrangement for testing will be posted to CR website by mid December 2010

8. Questions & Answers



Thank You

