

**Application for Administrative Restoration of a Local Company
Section 760 of the Companies Ordinance (Cap. 622)**

Note: The administrative restoration procedure is ONLY applicable to a company whose name has been struck off the Companies Register by the Registrar of Companies ^(Note 1).

Business Registration Number

--

Company Name (“The Company”)

--

Name of Applicant (“The Applicant”) *(Please state full name)*

--

Correspondence Address

--

Telephone Number

Fax Number

E-mail Address

--	--	--

Part A Confirmation in relation to immovable property

The Applicant confirms that –

Please tick the relevant box

(a) NO immovable property situate in Hong Kong was vested in or held on trust for the Company immediately before the dissolution of the Company and thus no immovable property situate in Hong Kong has been vested in the Government as bona vacantia.

(b) the immovable property situate in Hong Kong as shown in the copy of the land search record delivered together with this application was vested in or held on trust for the Company immediately before the dissolution of the Company and thus has been vested in the Government as bona vacantia. The Applicant hereby seeks confirmation from the Government that it has no objection to the restoration of the Company. The Applicant is fully aware that he will be required to pay or reimburse such costs (including the Government’s costs, expenses and liabilities in dealing with the property during the period of dissolution, if any) as may be demanded by the Companies Registry under section 761(2)(d) of the Companies Ordinance. ^{(Note}

2)

Part B Application for Administrative Restoration

The Applicant also confirms the following –

- (a) The Applicant was –

Please tick the relevant box

a director of the Company;

a member of the Company;

- (b) The Company was, at the time its name was struck off the Companies Register, in operation or carrying on business; and

- (c) All documents relating to the Company that are necessary to bring up to date the Company's records have been delivered to the Registrar of Companies. The documents are listed in the checklist at Appendix I (Local).

- (d) The Applicant ^(Note 3) –

Please tick the relevant box

was the sole member^(Note 4) of the Company.

is authorized by all members^(Note 4) of the Company to make this application. Certified copies of their written authorizations are attached.

Signed:

Name: _____

Date: _____

Applicant named in this Form^(Note 5)

DD/MM/YYYY

Notes:

- (1) *The administrative restoration procedure is NOT applicable to a company which was dissolved by way of deregistration or winding up.*
- (2) *In case there are costs, expenses and liabilities that have to be paid or reimbursed under section 761(2)(d) of the Companies Ordinance, the Applicant will be notified separately.*
- (3) *If the Applicant was not the sole member of the Company and none or only some but not all of the members of the Company have authorized the application, the Applicant shall submit a statement giving the circumstances leading to and the reasons for the Applicant making the application and his not being able to obtain authorizations of all members. The Applicant shall also submit certified copies of the written authorizations of those members who have authorized the application.*
- (4) *The reference to "member" is a reference to the member(s) of the Company immediately before the dissolution of the Company.*
- (5) *This form must be signed by the Applicant and delivered with the application fee. If the Applicant is a body corporate, this form must be signed by a Director, Company Secretary or an Authorized Person of the body corporate. If the Applicant is an individual, this form must be signed by the Applicant personally.*

Checklist for Application for Administrative Restoration of a Local Company under section 760 of the Companies Ordinance (Cap. 622)

Note: (1) Incomplete checklist will be returned to the applicant for completion before the application is processed.

(2) The Registrar of Companies may require such other documents as the Registrar may consider necessary for the purpose of processing the application.

	Types of Documents Delivered / Fee Submitted for Administrative Restoration	Documents delivered (✓)	Documents not available (✓)	If document is not available, please provide reasons.
1.	Standard form for Application for Administrative Restoration of a Local Company			
2.	Application fee of HK\$2,700 (non-refundable)			
3.	(a) Where the Applicant was not the sole member but is authorized by all members of the company: copies of the written authorizations of all members, duly certified by the Applicant or a solicitor practising in Hong Kong.			
	(b) Where the Applicant was not the sole member and none or only some but not all of the members have authorized the application: (i) the Applicant's statement giving the circumstances leading to and the reasons for the Applicant making the application and his not being able to obtain authorizations of all members; and (ii) copies of the written authorizations of those members who have authorized the application, certified to be true by the Applicant or a solicitor practicing in Hong Kong.			

	Types of Documents Delivered / Fee Submitted for Administrative Restoration	Documents delivered (✓)	Documents not available (✓)	If document is not available, please provide reasons.
4.	A copy of the land search record issued by the Land Registry showing the title to or ownership of the property (where the Company had immovable property situated in Hong Kong that has been vested in the Government as bona vacantia)			
5.	Documents that are necessary to bring the Company's records kept by the Registrar of Companies up to date:			
(i)	All outstanding Annual Return(s) (Form NAR1) with certified true copy (copies) of financial statements (as appropriate) together with payment of the annual registration fee(s). <i>Please specify below the years of Annual Return(s) and financial statements delivered-</i> _____ _____ _____			
(ii)	Notice of Change of Address of Registered Office (Form NR1)			<i>In case there had not been any change before or after the dissolution of the company, please state so.</i>
(iii)	Notice of Change of Company Secretary and Director (Appointment/Cessation) (Form ND2A)			<i>In case there had not been any change before or after the dissolution of the company, please state so.</i>
(iv)	Notice of Change in Particulars of Company Secretary and Director (Form ND2B)			<i>In case there had not been any change before or after the dissolution of the company, please state so.</i>

	Types of Documents Delivered / Fee Submitted for Administrative Restoration	Documents delivered (✓)	Documents not available (✓)	If document is not available, please provide reasons.
	(v) Any other document(s) that are necessary to bring the Company's records kept by the Registrar of Companies up to date. <i>Please specify below the type(s) of document(s) delivered.</i> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			