



How to Obtain Company Information



1. How to obtain company information ?

Customers can access the Companies Registry's 24-hour Cyber Search Centre to conduct company search on the current data of registered companies and image records of documents registered and kept by the Registrar of Companies (the Registrar).

2. How to access the Cyber Search Centre ?

Customers may visit www.icris.cr.gov.hk.

Customers who have registered with the Registrar may login as *Registered Online Users*. Other customers can conduct ad-hoc searches as *Unregistered Online Users*.

After login, customers can choose the type of services required from the menu bar. "*Online tutorial*" is available under "*About ICRIS*" on the menu bar.

3. What to do if no internet access is available ?

Customers may conduct searches as *On-site Users* at the Companies Registry's Public Search Centre on the 13th floor of the Queensway Government Offices.

4. What are the service hours of the Public Search Centre ?

Search Stations, Collection Counters and Shroff Office

Monday to Friday : 8:45 a.m. to 5:30 p.m.

5. What services are provided ?

Free Search Services

▪ Company Name Search

This search gives information on the names of both existing and dissolved companies registered with the Companies Registry. Basic information such as dates of incorporation / registration / dissolution, company name history, company status, winding-up mode, charges indicator and place of incorporation (of non-Hong Kong companies) will also be provided.

▪ Document Index Search

This search gives information on the description, filing date, file size and the processing status of documents kept by the Registrar, whether registered or pending registration.

▪ Register of Charges Index Search

This search gives a list of the registered charges of a company and provides the basic information on each charge such as a brief description and the dates of creation and registration.

▪ Register of Disqualification Orders Index Search

This search gives the names of all individuals and corporate bodies who/ which are currently disqualified by the court to act as directors or in other specific offices.

Payable Search Services

▪ Image Record Search

Documents registered by the Registrar are kept and made available for search in the form of digitised images. Customers can select and request for the image record of a registered document from the Document Index. This search requires a payment of fees on a "per document" basis.

▪ Directors Index Search

This search provides a list of all current director(s) and reserve director (if any) of a company (company based search), a list of companies of which a person is currently a director or reserve director (director based search) or the particulars of a director or reserve director (if any) of a company (director particulars search).

▪ Company Particulars Search

This search gives a summary of the key information of a company. In addition to the basic information available in the Company Name Search, a Company Particulars Report provides information such as the company's registered office address (for local companies), address of principal place of business in Hong Kong and particulars of authorized representatives (for non-Hong Kong companies), share capital, name(s) of current director(s) and reserve director (if any), particulars of secretary, particulars of receiver and manager and liquidators (if any).

▪ Disqualification Order Particulars Search

This search provides the particulars of the disqualification order made against a specific individual or body corporate selected from the Index of Register of Disqualification Orders.

▪ Ordering Certificates and Other Products

This service allows customers to place orders online for designated products such as a certificate issued under section 305(1) of the Companies Ordinance certifying the incorporation / registration or change of name of a company, a list of companies of a specific company type, a list of newly incorporated / registered companies, a list of non-Hong Kong companies of a selected place of incorporation etc.

6. *What do I get from the search ?*

- For *Online Users*, most of the search results can either be viewed online or downloaded from the designated download area. They can print or save the search results for their own records.
- For *On-site Users* at the Public Search Centre, search results, other than those conducted on the computerised indices, are mainly delivered in the form of hard copies. Reports such as Company Particulars Report, Directors' Index Search Report may be instantly printed upon payment by Octopus at the search stations, while others will be available for collection at the Collection Counters of the Public Search Centre on the specified date and time.

7. *How to apply for certified copies of image records and reports ?*

Customers can place orders online for certified copies of image records and reports. Certified copies will be available for collection at the Collection Counters on the specified date and time. Online customers may choose to receive the certified copies by post or by courier subject to additional handling charges.

8. *How to pay for the search services ?*

Registered Online Users

- by deducting the fees from the prepayment kept in their accounts.

Unregistered Online Users

- by VISA / Master Card or by direct debit through PPS on the internet.

On-site Users

- by Octopus at the search stations.
- by cash, cheque, Octopus or EPS at the Shroff Office. Search results will be delivered after clearance of the cheques.

9. *Where to go for further information ?*

Customers can contact the 24-hour Help Desk Support Service Team :

E-mail : cr.esearch@hp.com

Telephone : (852) 8201 8273

Fax : (852) 2907 0755

Notes :

- For information on the fee structure, please refer to the information pamphlet "*Price Guide to Main Services*". You can also obtain details of the search fees by selecting "*Service Fees*" under "*About e-Search*" on the menu bar after you have logged in to the Cyber Search Centre.
- For information on registration as a Registered Online User and on the equipment requirements, please refer to the information sheets "*Registration Procedures*" and "*Equipment Requirements*". You can also obtain such details by selecting "*Registration*" under "*About e-search*" on the menu bar after you have logged in to the Cyber Search Centre.
- You can download information pamphlets / sheets at www.cr.gov.hk; obtain hard copies at the Companies Registry or by fax through the 24-hour enquiry hotline (IVRS) (852) 2234 9933.