



*Requirements for Documents Delivered in Electronic Form
to the Registrar of Companies for Registration*

Delivery of Documents in Electronic Form

Electronic submission services for documents delivered under the Companies Ordinance (Cap.622) and other various Ordinances administered by the Registrar of Companies (“the Registrar”) as set out in the **Annex** are provided through the e-Filing Services under the e-Services Portal of the Companies Registry at www.e-services.cr.gov.hk.

The e-Services Portal is the information system designated and used by the Companies Registry for providing specified public services or information to, and receiving electronic information from, users. The e-Services Portal specifies the documents that may be delivered in electronic form to the Registrar for registration.

Specification of Requirements for Documents in Electronic Form

Documents to be delivered in electronic form to the Registrar for registration (other than the particulars of members / details of allottees in the form of CD-ROM or DVD-ROM as part of an Annual Return or a Return of Allotment in hard copy form) through the e-Filing Services under the e-Services Portal of the Companies Registry at www.e-services.cr.gov.hk must comply with the following requirements:-

Format of Electronic Document

Documents in electronic form must be delivered in a format using the electronic template, the template in Microsoft Excel format or the template in Adobe Portable Document Format (“PDF”) as provided at the e-Services Portal, or PDF files. PDF and Microsoft Excel documents must not exceed the file size specified by the e-Services Portal.

Signature Requirement

Documents delivered in electronic form must be authenticated, approved or certified electronically by such person(s) as specified in the relevant electronic template or the template in PDF provided at the e-Services Portal. For the purpose of authenticating, approving or certifying the document, the digital signature, or the password of user account registered with the e-Services Portal, of such person must be affixed to or included in the document.

All electronic templates provided at the e-Services Portal is for submission through the e-Filing Services under the e-Services Portal only and will **NOT be accepted for submission by other means.**

現可透過公司註冊處「電子服務網站」提交的文件
Documents which can now be Delivered through e-Services Portal

章號 Chapter	條例名稱 Ordinance Title
第 622 章 Chapter 622	公司條例 Companies Ordinance
第 32 章 Chapter 32	公司（清盤及雜項條文）條例》－第 38D 及 342C 條除外 Companies (Winding Up and Miscellaneous Provisions) - except for sections 38D and 342C
第 29 章 Chapter 29	受託人條例 Trustee Ordinance
第 37 章 Chapter 37	有限責任合夥條例 Limited Partnerships Ordinance
第 41 章 Chapter 41	保險業條例 Insurance Ordinance
第 50 章 Chapter 50	專業會計師條例 Professional Accountants Ordinance
第 304 章 Chapter 304	香港藝術中心條例 Hong Kong Arts Centre Ordinance
第 306 章 Chapter 306	註冊受託人法團條例 Registered Trustees Incorporation Ordinance
第 507 章 Chapter 507	香港房屋經理學會條例 The Hong Kong Institute of Housing Ordinance
第 571 章 Chapter 571	證券及期貨條例 Securities and Futures Ordinance
第 571AQ 章 Chapter 571AQ	證券及期貨（開放式基金型公司）規則 Securities and Futures (Open-ended Fund Companies) Rules
第 637 章 Chapter 637	有限合夥基金條例 Limited Partnership Fund Ordinance
第 1007 章 Chapter 1007	共濟會遮打獎學基金條例 Chater Masonic Scholarship Fund Ordinance
第 1008 章 Chapter 1008	香港扶幼會法團條例 Society of Boys' Centres Incorporation Ordinance
第 1021 章 Chapter 1021	梅夫人婦女會法團條例 The Helena May Incorporation Ordinance
第 1024 章 Chapter 1024	香港防癆心臟及胸病協會法團條例 Hong Kong Tuberculosis, Chest and Heart Diseases Association Incorporation Ordinance
第 1027 章 Chapter 1027	中華基督教會合一堂法團條例 Hop Yat Church of The Church of Christ in China Incorporation Ordinance

章號	條例名稱
Chapter	Ordinance Title
第 1034 章 Chapter 1034	共濟會慈善基金法團條例 Masonic Benevolence Fund Incorporation Ordinance
第 1035 章 Chapter 1035	明德醫院條例 Matilda and War Memorial Hospital Ordinance
第 1049 章 Chapter 1049	聖士提反書院教委會法團條例 St. Stephen's College Council Incorporation Ordinance
第 1054 章 Chapter 1054	基督教青年會條例 Young Men's Christian Association Ordinance
第 1055 章 Chapter 1055	雍仁會館信託人法團條例 Zetland Hall Trustees Incorporation Ordinance
第 1057 章 Chapter 1057	香港社會服務聯會法團條例 Hong Kong Council of Social Service Incorporation Ordinance
第 1058 章 Chapter 1058	香港保護兒童會法團條例 Hong Kong Society for the Protection of Children Incorporation Ordinance
第 1059 章 Chapter 1059	香港房屋協會法團條例 Hong Kong Housing Society Incorporation Ordinance
第 1061 章 Chapter 1061	香港遊樂場協會條例 Hong Kong Playground Association Ordinance
第 1064 章 Chapter 1064	五旬節聖潔會法團條例 Pentecostal Holiness Church Incorporation Ordinance
第 1065 章 Chapter 1065	聖母兄弟會法團條例 Institute of the Marist Brothers of the Schools Incorporation Ordinance
第 1066 章 Chapter 1066	香港青少年培育會法團條例 Hong Kong Juvenile Care Centre Incorporation Ordinance
第 1068 章 Chapter 1068	博愛醫院法團條例 Pok Oi Hospital Incorporation Ordinance
第 1069 章 Chapter 1069	靈光堂法團條例 Emmanuel Church Incorporation Ordinance
第 1071 章 Chapter 1071	葡僑教育及福利基金法團條例 Portuguese Community Education and Welfare Foundation Incorporation Ordinance
第 1074 章 Chapter 1074	香港賀善尼會法團條例 Hoseinee Society of Hong Kong Incorporation Ordinance
第 1079 章 Chapter 1079	基督教靈糧世界佈道會香港靈糧堂堂務委員會法團條例 The Council of Ling Liang World-Wide Evangelistic Mission Hong Kong Ling Liang Church Incorporation Ordinance
第 1082 章 Chapter 1082	瑪利亞方濟各傳教修會法團條例 Franciscan Missionaries of Mary Incorporation Ordinance

章號	條例名稱
Chapter	Ordinance Title
第 1083 章 Chapter 1083	香港基督教協進會法團條例 Hong Kong Christian Council Incorporation Ordinance
第 1086 章 Chapter 1086	香港盲人輔導會法團條例 Hong Kong Society for the Blind Incorporation Ordinance
第 1087 章 Chapter 1087	香港弱能兒童護助會法團條例 Society for the Relief of Disabled Children Incorporation Ordinance
第 1089 章 Chapter 1089	聖約翰學院條例 St. John's College Ordinance
第 1092 章 Chapter 1092	香港明愛法團條例 Caritas - Hong Kong Incorporation Ordinance
第 1095 章 Chapter 1095	中華基督教會香港區會法團條例 Hong Kong Council of the Church of Christ in China Incorporation Ordinance
第 1102 章 Chapter 1102	聖保羅書院校董會法團條例 St. Paul's College Council Incorporation Ordinance
第 1104 章 Chapter 1104	聖保羅男女中學校董會法團條例 Council of St. Paul's Co-educational College Incorporation Ordinance
第 1105 章 Chapter 1105	香港工程師學會條例 The Hong Kong Institution of Engineers Ordinance
第 1106 章 Chapter 1106	仁濟醫院條例 Yan Chai Hospital Ordinance
第 1108 章 Chapter 1108	香港青年協會法團條例 Hong Kong Conference of Youth Organizations Incorporation Ordinance
第 1109 章 Chapter 1109	香港中文大學條例 The Chinese University of Hong Kong Ordinance
第 1117 章 Chapter 1117	英基學校協會條例 The English Schools Foundation Ordinance
第 1121 章 Chapter 1121	聖士提反女子中學校董會法團條例 The St. Stephen's Girls' College Council Incorporation Ordinance
第 1122 章 Chapter 1122	香港公益金條例 Community Chest of Hong Kong Ordinance
第 1123 章 Chapter 1123	拔萃男書院校董會法團條例 Diocesan Boys' School Committee Incorporation Ordinance
第 1124 章 Chapter 1124	拔萃女書院校董會法團條例 Council of the Diocesan Girls' School Incorporation Ordinance
第 1125 章 Chapter 1125	拔萃小學校董會法團條例 Diocesan Preparatory School Council Incorporation Ordinance

章號	條例名稱
Chapter	Ordinance Title
第 1134 章 Chapter 1134	香港海事訓練隊條例 Hong Kong Sea Cadet Corps Ordinance
第 1143 章 Chapter 1143	香港巴哈伊總會法團條例 The Spiritual Assembly of the Baha'is of Hong Kong Incorporation Ordinance
第 1147 章 Chapter 1147	香港建築師學會法團條例 The Hong Kong Institute of Architects Incorporation Ordinance
第 1148 章 Chapter 1148	香港測量師學會條例 The Hong Kong Institute of Surveyors Ordinance
第 1153 章 Chapter 1153	香港規劃師學會法團條例 The Hong Kong Institute of Planners Incorporation Ordinance
第 1162 章 Chapter 1162	香港園境師學會法團條例 The Hong Kong Institute of Landscape Architects Incorporation Ordinance
第 1164 章 Chapter 1164	香港聖約翰救護機構法團條例 Hong Kong St. John Ambulance Incorporation Ordinance
第 1166 章 Chapter 1166	香港天主教方濟會法團條例 Order of Friars Minor in Hong Kong Incorporation Ordinance
第 1183 章 Chapter 1183	香港合資格環保專業人員學會條例 Hong Kong Institute of Qualified Environmental Professionals Ordinance