



## Price Guide to Main Services



### Important

This leaflet aims to set out the fees payable for the main services provided by the Companies Registry. For full details of the fees, please refer to the Eighth Schedule to the Companies Ordinance, Chapter 32, Laws of Hong Kong ([www.legislation.gov.hk](http://www.legislation.gov.hk)).

Before you submit documents, please refer to information pamphlet *"Information on Presenting Documents to the Companies Registry"*. For more information, please visit the Companies Registry's website ([www.cr.gov.hk](http://www.cr.gov.hk)) or call (852) 2867 2600.

**Please note that documents involving fees must be submitted with the correct fees to the Companies Registry. Any document which is not accompanied by the correct fee will be rejected and in the case of late filing on resubmission, a higher registration fee will be required. For annual returns, the amount of registration fees payable will be calculated according to the resubmission date of the documents.**

Address : 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong.  
Website : [www.cr.gov.hk](http://www.cr.gov.hk)  
Cyber Search Centre : [www.icris.cr.gov.hk](http://www.icris.cr.gov.hk)  
E-mail : [crenq@cr.gov.hk](mailto:crenq@cr.gov.hk)  
Enquiry Hotline (IVRS) : (852) 2234 9933

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HK\$

### Incorporation of a local company

#### Having a share capital

- Fee payable on application ..... 1,720  
(If unsuccessful, an application for a refund of HK\$1,425 may be made)
- Capital fee  
for every or part of HK\$1,000 of the nominal share capital ..... 1  
(subject to a maximum fee of HK\$30,000 per case)

#### Not having a share capital

- 25 or less members ..... 170
- Exceeding 25 members but not exceeding 100 ..... 340
- Every 50 members or less after the first 100 ..... 20  
(subject to a maximum fee of HK\$1,025)

### Registration of a non-Hong Kong company

- Fee payable on application ..... 1,720  
(If unsuccessful, an application for a refund of HK\$1,425 may be made)

### Change of company name

#### Local company

- Fee payable for change of company name ..... 295  
(If unsuccessful, an application for a refund of HK\$55 may be made)

#### Non-Hong Kong company

- Fee payable for registration of change of corporate name ..... 1,425

### Registration of charges and related documents

- Mortgage or charge details ..... 340
- Memorandum under section 85 ..... 190
- Notification of appointment of receiver or manager ..... 40
- Notification of mortgagee entering into possession of property ..... 40

### Registration of an increase of nominal share capital

- For every or part of HK\$1,000 of the increase ..... 1  
(subject to a maximum fee of HK\$30,000 per case)

### Registration of a return of allotments (for shares allotted at a premium)

- For every or part of HK\$1,000 of premiums paid or payable ..... 1  
(subject to a maximum fee of HK\$30,000 per case)

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### Registration of annual returns

#### Local companies having a share capital

#### Private companies

##### If delivered

- within 42 days after the anniversary of incorporation ..... 105
- more than 42 days after but within 3 months after the anniversary of incorporation ..... 870
- more than 3 months after but within 6 months after the anniversary of incorporation ..... 1,740
- more than 6 months after but within 9 months after the anniversary of incorporation ..... 2,610
- more than 9 months after the anniversary of incorporation ..... 3,480

#### Other companies

##### If delivered

- within 42 days after the annual general meeting ..... 140
- more than 42 days after but within 3 months after the annual general meeting ..... 1,200
- more than 3 months after but within 6 months after the annual general meeting ..... 2,400
- more than 6 months after but within 9 months after the annual general meeting ..... 3,600
- more than 9 months after the annual general meeting ..... 4,800

*Local companies NOT having a share capital* ..... 105

#### Non-Hong Kong companies

##### If delivered

- within 42 days after the anniversary of registration ..... 180
- more than 42 days after but within 3 months after the anniversary of registration ..... 1,200
- more than 3 months after but within 6 months after the anniversary of registration ..... 2,400
- more than 6 months after but within 9 months after the anniversary of registration ..... 3,600
- more than 9 months after the anniversary of registration ..... 4,800

### Deregistration of a defunct solvent private company

- Fee payable on application ..... 420

### Registration of prospectus

- Registration of a prospectus under section 38D or 342C ..... 1,415

## Electronic Search Services

### Free Search

- Company Name Search  
(left partial match or exact name match)
- Document Index Search
- Register of Disqualification Orders Index Search
- Register of Charges Index Search

HK\$

### Registration as a Registered Online User

- Principal account, per year ..... 500
- Each subsequent account, per year ..... 100

### Search on Lists / Reports

- Company Particulars Search, per company ..... 22
- Directors Index Search (Company Based),  
per company ..... 11
- Director Particulars Search, per director or  
reserve director ..... 11
- Directors Index Search (Director Based),  
per director or reserve director ..... 22
- Disqualification Order Particulars Search,  
per disqualified person ..... 11

### Certificates / Certified Copies

- Obtaining a certificate issued under section 305(1)  
of the Companies Ordinance certifying the  
incorporation or change of name of  
a local company ..... 170
- Obtaining a certificate issued under section 305(1)  
of the Companies Ordinance certifying registration  
of a non-Hong Kong company or certifying  
registration of a non-Hong Kong company with a  
changed name ..... 170
- Obtaining a certified copy of or extract from a  
document or report  
- Certifying fee (excluding the fee for the  
document or report) ..... 130

## Image Record Search (per document)

Document Type	Downloading an image record at www.icris.cr.gov.hk		Obtaining a hard copy of an imaged document at Public Search Centre*
	Registered Online Users HK\$	Unregistered Online Users HK\$	On-site Users HK\$
• prospectus, accounts, memorandum, articles, memorandum and articles, charter, statutes or the like	21	23	35
• an annual return, Forms NC1, NC1G or N1	16	18	30
• a document in the register of charges	9	10	20
• any other document	9	10	20

\* Address of Public Search Centre: 13th floor, Queensway Government Offices, 66 Queensway, Hong Kong.

### Note :

- Cheques should be made payable to the “Companies Registry”.
- For documents delivered by post, the date appearing in the post mark on the envelope will be regarded as the date of delivery when calculating the fee payable. You should **post your annual return with sufficient postage as early as possible** within the prescribed 42-day period to avoid any delay that may be caused by unforeseen circumstances and the payment of a higher registration fee.