



Change of Name of a Local Limited Company



Important

This pamphlet is intended to provide a general guide. The Companies Registry and the Registrar of Companies will not be liable for any errors or omissions. Please refer to the Companies Ordinance, Chapter 32, Laws of Hong Kong for the detailed requirements. You can purchase a copy of the Companies Ordinance from the Online Government Bookstore (www.bookstore.gov.hk) or by calling the Publications Sales Section of the Information Services Department at (852) 2537 1910. You can also view the full text of the Ordinance at www.legislation.gov.hk.

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

1. What should I do ?

Step 1 Choose a new name for the company. The name will not be registered if it is the same as a name appearing in the index of company names kept by the Registrar of Companies (the Registrar). You may conduct a free company name search on the internet at the Companies Registry's Cyber Search Centre (www.icris.cr.gov.hk) or at its Public Search Centre on the 13th floor of the Queensway Government Offices, 66 Queensway, Hong Kong. Use the "Exact Name Search" mode and input the *full and exact* new name that the company wishes to use.

Please note that the registrability of a company name can only be confirmed after the notification of change of name has been processed by the Companies Registry. The company name must also satisfy the relevant requirements of the Companies Ordinance.

Please refer to the **Appendix** for other points to note when choosing a company name.

Step 2 Pass a Special Resolution to change the company name. The Special Resolution need *not* be submitted to the Registry.

Step 3 Submit the specified form NC2 "Notification of Change of Company Name" with the appropriate fee to the Shroff on the 14th floor of the Queensway Government Offices *within 15 days* after the passing of the Special Resolution. For information on the fee structure, please refer to the information pamphlet "*Price Guide to Main Services*".

2. Where can I obtain the specified form ?

You can download the specified form NC2 at www.cr.gov.hk or purchase a hard copy at the 14th floor of the Queensway Government Offices.

3. What can I get ?

A Certificate of Change of Name. The English and/or Chinese company name printed on the Certificate of Change of Name will be the intended English and/or Chinese company name stated in the specified form NC2.

4. How long does it take ?

Normally, the Certificate of Change of Name will be issued in 4 working days. The presenter of the specified form NC2 will be notified by fax when the certificate is ready for collection. The certificate has to be collected *in person* at the Companies Registry. A written authorization will be required if the presenter sends a representative to collect the certificate.

5. When will the change of name be effective ?

The change of name will be effective from the date on which the Certificate of Change of Name is issued.

6. Where can I ask for further information ?

Please call the New Companies Section of the Companies Registry at (852) 2867 2587.

Note:

You can download the information pamphlets 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.

APPENDIX

Points to note when choosing a company name

1. A company name may be in English or in Chinese. A company may also adopt both an English name and a Chinese name. An English company name must end with the word "Limited" and a Chinese company name must end with the characters "有限公司".
2. A company name with a combination of English letters and Chinese characters will not be accepted for registration.
3. A Chinese company name should use traditional Chinese characters, in "New Sai Ming" font (新細明體), that can be found in the Kang Xi Dictionary (康熙字典) or Ci Hai Dictionary (辭海字典) and the ISO 10646 international coding standard.
4. In examining an intended name before change of company name, the aspect of "too like" will not form part of the Registrar's consideration. In this regard, you should consider carefully whether the intended name is "too like" a name that is being used by an existing company and the possibility of a complaint from another company against the use of such a name, which could lead to a direction being issued by the Registrar to change your name after the change of company name.
5. You are also reminded that it is in your interest to use a name which does not conflict with a trademark and which is sufficiently distinguished from any other name appearing in the Registrar's index of company names. You should also search the *Trademark Register* (<http://ipsearch.ipd.gov.hk>) maintained by the Intellectual Property Department. Not only would this reduce the risk of a direction being issued by the Registrar to change your company name, the risk of an action for passing off or infringement of trademarks could similarly be reduced.
6. Company names containing words or expressions such as "Trust", "Chamber of Commerce" etc. set out in the Companies (Specification of Names) Order under section 22B of the Companies Ordinance will require prior approval from the Registrar.
7. For more details, please refer to the "Company Names Guidelines" which is available at the New Companies Section at the 14th floor or can be downloaded at www.cr.gov.hk.