



## Information on Presenting Documents to the Companies Registry



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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### Important

These notes are intended as a guide only. 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 of the Ordinance. You can purchase copies of the Companies Ordinance from the Online Government Bookstore ([www.bookstore.gov.hk](http://www.bookstore.gov.hk)) or by calling the Publications Sales Section of the Information Services Department at (852) 2537 1910. You can also visit the Bilingual Laws Information System of the Department of Justice at [www.legislation.gov.hk](http://www.legislation.gov.hk) for the contents of the Ordinance.

Please note that the Registrar of Companies has, as empowered by the Companies Ordinance, specified the requirements for documents presented for filing under the Companies Ordinance. Electronic submission of documents under the Companies Ordinance will not be accepted at this stage.

### Quality of Documents Presented to the Registrar of Companies

Documents presented to and registered by the Registrar of Companies (the Registrar) are recorded as digitised images. When a member of the public wishes to inspect any document kept by the Registrar, he will only get an image record of the document. It is important that the original document delivered to the Registrar is capable of being reproduced in a legible form and enables the Registrar to make and keep records of the information contained in it.

Under section 346(1) of the Companies Ordinance, the Registrar may specify requirements for different documents and reserve the right to refuse any document for registration if the document appears to be unsuitable for making copies or image records and for making and keeping records of the information contained therein.

Please read this pamphlet and the Registrar's *Requirements for Documents Guidelines 2004* when preparing documents for filing. You can obtain the Guidelines from the Registry's website ([www.cr.gov.hk](http://www.cr.gov.hk)) or the information counter on the 14th floor of the Queensway Government Offices.

### General Requirements

Documents in paper form shall comply with-

- Documents should be in Portrait A-4 size.
- Documents should be printed legibly in black ink on white paper on one side only. **Handwritten documents will be rejected.**
- The smallest letter shall not be less than 1.8mm in height.
- Chinese characters shall not be less than 2.5mm in height.
- Margins must not be less than 5mm on all sides of each page except that the front page of a document that is not presented in the specified form should have either a margin of 35mm on the top portion or 50mm on the bottom portion.
- When a document comprises 2 or more sheets, they must be fastened together securely at the top left-hand corner.

Shareholders' lists produced by word-processor or computer-operated printers and shareholders' lists submitted in CD-ROM format by public companies shall also comply with other relevant requirements detailed in the *Requirements for Documents Guidelines 2004*.

## Format of Documents

Some documents are required in a form specified by the Registrar or prescribed in the Companies Ordinance. For details of the forms specified by the Registrar, please refer to the information pamphlet “*How to Purchase Specified Forms*”. You can download the information pamphlet on the Companies Registry’s website (www.cr.gov.hk); obtain a copy in person on the 14th floor of the Queensway Government Offices or by fax through our 24-hour enquiry hotline (IVRS) (852) 2234 9933. For other documents which do not have a specified or prescribed format, they must contain all the stipulated information.

## Methods of Presentation

In person	By post
Shroff Counters on  14th floor Queensway Government Offices 66 Queensway Hong Kong	Sent to : Companies Registry 14th floor Queensway Government Offices 66 Queensway Hong Kong  <b>Fee payable documents</b> must be submitted together with the correct fees. Please do not send cash.  *Cheques should be made payable to “ <i>Companies Registry</i> ”. For overseas payer, a bank draft in Hong Kong denomination made payable to the “Companies Registry” and drawn on a licensed bank in Hong Kong is required.

## Hours of Collection

### Normal Service-

Monday to Friday	8:45 a.m.	-	12:30 p.m.
	2:00 p.m.	-	5:00 p.m.

### Limited Service-

Monday to Friday	12:30 p.m.	-	2:00 p.m.
	5:00 p.m.	-	5:30 p.m.

During the *limited service session*, you can *submit only up to six documents at one time*. If you need to submit more than six documents, you can either re-queue or make use of the Registry’s *Drop-in Box*.

## Drop-in Box

### Monday to Friday - During service hours

You can deposit documents in the Drop-in box provided on the 14th floor of the Queensway Government Offices. Fee payable documents should be submitted together with the correct fees (by cheques only).

### Monday to Saturday - Outside service hours (except public holidays)

You can deposit documents and cheques in the Registry’s Drop-in box provided near the Information Counter on Deck Floor, High Block, Queensway Government Offices.

Official receipts and acknowledgements of payment and documents will be issued by post.

## Enquiries

For enquiries concerning this pamphlet, please call (852) 2867 2600.

## A Check List for Presenting Documents

Before you present a document, please ensure that you-

- Print the documents in black ink. For the other requirements, please refer to the *Requirements for Documents Guidelines 2004*.
- Use the specified or prescribed form where appropriate.
- State correctly the company number and company name as printed on the latest Certificate of Incorporation / Registration / Change of Name.
- Complete all items on the form consistently in either English or Chinese. In the case of Chinese, traditional Chinese characters should be used.
- Complete documents of the same set in the same language.

*(Examples : amended documents and explanatory letter (if required); special resolution, court order, Form SC12, minute of reduction and any annexures to these documents in relation to reduction of capital cases; charges and their related documents.)*

- Sign or certify the document where appropriate.
- State the particulars of the presenter. Covering letters are not required when presenting documents for registration unless you need to draw our attention to a specific issue.
- Pay the appropriate filing fees. *A fee-payable document submitted to the Companies Registry must be accompanied by the correct fee. Any such document not accompanied by the correct fee will be rejected, even if this means that the document may be subject to a higher registration fee due to late filing on resubmission.*
- File the document together with the requisite accompanying statement or document as required by the Companies Ordinance.
- File the document as early as possible within the statutory time limit, particularly if documents are delivered by post, to avoid delay that may be caused by unforeseen circumstances. *The company and its officers or other relevant persons are liable to prosecution for late filing or non-filing of statutory returns.*