

**Suggested Measures
for delivery of applications and documents**

- Deliver incorporation applications electronically by using our electronic incorporation service at “**e-Registry**” (www.eregistry.gov.hk). For straight-forward cases, the electronic certificates of incorporation and business registration certificates can be issued within one hour. You may also deliver other specified forms (e.g. annual returns) and related documents electronically at our e-Registry.
- For applications delivered in hard copy form, make sufficient allowance for the period of processing of the applications. As far as possible, please deliver applications and other documents, including annual returns, once they are ready.
- Deposit documents and cheques into the Registry's Drop-in box at the Public Service Hall on the 14th floor of Queensway Government Offices. This will save queuing time. The Registry will issue official receipts or acknowledgement slips to the document presentors by post.

**Companies Registry
20 March 2017**