

開發新科技 Developing New Technology



公司註冊處綜合資訊系統

公司註冊處一直致力為客戶提供高效率、具成本效益和優良的服務與設施，包括辦理公司註冊和文件登記，以及提供查閱在本處登記及保存的公司資料和文件影像紀錄的服務。

一個方便和高效率的公司註冊及資料查閱系統，對香港作為主要國際商業和金融中心實在不可或缺。多年來，本處不斷擴大服務範圍及改善服務質素、精簡工作程序，並且開發「公司註冊處綜合資訊系統」（綜合系統），以取代以前零散的操作系統。

新系統於二零零五年推出第一階段的「電子查冊服務」，而第二階段則自二零一一年一月起逐步推出「電子成立公司」及「電子提交文件」服務。綜合系統使本處能有效及合乎經濟原則地應付迅速增長的工作量。此外，該系統亦改革了本處的核心業務，使香港在公司註冊程序方面與其他司法管轄區如英國和新加坡等地看齊。

新《公司條例》實施後，本處須肩負多項新角色及職能，令本處現時的工作程序須作出多項轉變。經評估有關影響後，本處於二零一一年七月開始著手提升現有電腦系統，以應付有關轉變，並同時繼續開發新的電子提交文件服務。本處一直全力工作，確保在實施新《公司條例》前一切準備就緒。

The Integrated Companies Registry Information System

The Companies Registry has always been fully committed to providing customers with efficient, cost-effective and high-quality services and facilities. These encompass the incorporation and registration of companies and the registration of documents, as well as the inspection of company information and image records of documents it registers and maintains.

The Registry understands that a convenient and efficient system for company registration and the inspection of information is indispensable to Hong Kong as a leading international business and financial centre. Over the years, it has continuously expanded and improved the quality of its services and streamlined the work processes involved. At the same time, it has developed the Integrated Companies Registry Information System (ICRIS) to replace its former fragmented operating systems.

The first phase of the new system introduced electronic search services in 2005, whereas the second phase has encompassed the gradual introduction of electronic incorporation (e-Incorporation) and electronic filing (e-Filing) services, beginning in January 2011. ICRIS has also enabled the Registry to handle its rapidly growing workload efficiently and economically. In addition, it has transformed the Registry's core business activities and put Hong Kong's company registration procedures on a par with those in comparable jurisdictions, such as the United Kingdom and Singapore.

The implementation of the new Companies Ordinance means the Registry will assume a number of new roles and functions. These will require a number of changes to its existing working procedures. Having assessed their implications, the Registry launched a programme in July 2011 to enhance its existing computer systems to accommodate the changes, while simultaneously continuing to develop new e-Filing services. It has since been working full steam ahead to ensure that everything will be ready before the implementation of the new Ordinance.

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網上查冊中心

綜合系統第一階段 – 網上查冊中心(www.icris.cr.gov.hk) 於二零零五年二月推出，為公眾提供一個全日24小時的網上平台查閱公司資料。本處把收到的所有文件立即轉換成數碼影像，再經綜合系統把文件影像傳送到有關組別處理，以便本處人員將資料輸入系統以核對資料，並以聯線方式審閱資料。文件一經本處登記後，可即時供公眾查閱。

用戶對網上查冊服務的反應非常正面，這些服務幾乎完全取代親身到本處查冊的傳統方式。目前透過網上查冊中心以聯線方式查閱公司資料的比率超過99%，客戶可於網上查冊中心查閱約一百萬間仍在公司登記冊上的香港註冊公司的最新資料。服務支援組亦隨時協助客戶解決使用服務時所遇到的困難。

網上查冊中心
Cyber Search Centre

Cyber Search Centre

ICRIS Phase I - the Cyber Search Centre (CSC) (www.icris.cr.gov.hk) was implemented in February 2005 to provide the public with a round-the-clock platform for online searches of company information. All the documents received by the Registry are immediately converted into digitised images that are routed to its processing sections for data entry, system verification and online scrutiny by its staff. These documents are almost instantly available for the public's inspection once they have been registered.

The online search services have received very positive feedback from users, and they have almost completely superseded traditional onsite search services. Today, more than 99 per cent of all the searches made for the latest information of about a million live registered companies in Hong Kong are conducted online via the CSC. A Helpdesk is also available at all times to assist customers who experience any difficulties in using the services.



「註冊易」

綜合系統第二階段的開發工作於二零零九年六月展開。第一期的「註冊易」(www.eregistry.gov.hk)於二零一一年一月啟用。「註冊易」是一站式網上服務平台，全日24小時提供方便、易用及全面的服務，讓客戶以電子方式成立公司。用戶登記費用全免，登記用戶亦可開立預付款帳戶，以繳付相關費用。截至二零一二年三月三十一日，「註冊易」共有超過11,000個登記用戶。

The e-Registry

The development of ICRIS Phase II began in June 2009. Stage 1 saw the inauguration of the e-Registry (www.eregistry.gov.hk) in January 2011. This round-the-clock internet portal and one-stop platform provides convenient, user-friendly and integrated electronic company registration services. User registration is free of charge, and registered users can also open deposit accounts for the payment of relevant fees. It had more than 11,000 active registered user accounts, as of 31 March 2012.



「註冊易」
e-Registry

公司註冊及商業登記新概念

二零零八年一月及二零一一年三月是公司註冊兩個重要的里程碑。二零零八年一月之前，成立一間公司需要六個工作天。即使當時已精簡了公司註冊的程序，但仍需四個工作天完成，而且只可在辦公時間內辦理。不過，自二零一一年三月本處推出「電子成立公司」服務後，公眾可隨時隨地在網上經「註冊易」成立公司。

超過90%在網上提交成立公司的申請可於一個小時內完成處理，而新公司的資料亦會即時載於網上查冊中心供公眾查閱。

為方便客戶開立新業務，本處新的電子服務亦納入了一站式電子成立公司及商業登記服務，讓申請人可一次過申請成立公司及商業登記。申請一經接納，申請人便會一併獲發電子「公司註冊證書」及電子「商業登記證」。相關資料亦會傳送到稅務局商業登記署，以更新商業登記冊。

此外，「註冊易」備有公司組織章程大綱及組織章程細則的範本供申請人使用。

New Concept for Company Incorporation and Business Registration

January 2008 and March 2011 were two significant milestones for company incorporation in Hong Kong. Before January 2008, it took six working days to incorporate a company. Even after the procedure was streamlined at that time, it still required four working days and could only be done during normal office hours. However, the launch of the e-Incorporation service in March 2011 has meant members of the public can now incorporate a company online via the e-Registry at any time and from anywhere.

More than 90 per cent of all online company incorporations are now processed and completed within one hour, and particulars of new companies are readily available for inspection online at the CSC.

To facilitate the establishment of new businesses, the new electronic service also incorporates a one-stop online company incorporation and business registration service to allow applicants to incorporate a company and apply for business registration in one step. Electronic certificates of incorporation and business registration certificates are issued together to successful applicants. Relevant information are then transmitted to the Business Registration Office at the Inland Revenue Department (IRD), so that the business register can be updated.

Furthermore, the e-Registry provides model Memoranda and Articles of Association for use by applicants.

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在二零一二年二月，該一站式服務進一步擴展，涵蓋申報業務地址同時變更為註冊辦事處地址的事宜。自此，客戶只需向本處提交一份通知書，有關更改詳情便會自動傳轉到稅務局，以更新商業登記冊內的業務地址。

精簡的公司成立程序及無須最低資本的規定，使香港在世界銀行公布的「二零一一年全球營商環境報告」內，在「開辦企業」這項企業營運指標中的排名，在183個經濟體系中由第18位躍升至第6位；而推出電子成立公司及一站式服務後，香港在「二零一二年全球營商環境報告」內的國際排名，更由第6位進一步升至第5位。

一站式電子成立公司服務深受中小型企業歡迎。超過90%以電子方式成立的公司是一名成員組成的公司，而約95%的公司是持有10,000元或以下法定股本的中小型企業。

為表揚本處透過一站式電子成立公司服務提供公共服務，本處獲頒「2012香港資訊及通訊科技獎」的「最佳公共服務應用(電子轉化)獎」金獎。此外，該一站式服務使本處整體服務質素及運作效率得以提升，更藉此在「2011年公務員優質服務獎勵計劃」中獲頒「部門精進服務獎」(小部門組別)銀獎。

In February 2012, the one-stop service was further extended to cover cases in which a change of the registered office address constitutes a change of the business address. Since then, customers need only file a notification of the change with the Registry, and details will be automatically transmitted to the IRD, so that the business address can be updated in the business register.

This streamlining of company incorporation procedures and the absence of a minimum capital requirement helped Hong Kong to leap from eighteenth to sixth position out of 183 economies in the "Starting a Business" indicator in the World Bank's Doing Business Report 2011. The introduction of the e-Incorporation and one-stop service further advanced Hong Kong's global position from sixth to fifth place in the 2012 Report.

The one-stop e-Incorporation service has been warmly welcomed by small and medium-sized enterprises (SME). More than 90 per cent of companies incorporated electronically are one-member companies, and about 95 per cent are SMEs with an authorised share capital of \$10,000 or less.

In recognition of its achievements in delivering public services via the one-stop e-Incorporation service, the Registry was awarded the Hong Kong ICT Awards 2012: Best Public Service Application (Transformation) Gold Award. Furthermore, the one-stop service has enabled the Registry to improve its overall service quality and operational efficiency, which resulted in its winning a Silver Prize in the Departmental Service Enhancement Award (Small Department Category) of the Civil Service Outstanding Service Award Scheme 2011.

公司註冊處榮獲「2012香港資訊及通訊科技獎」的
「最佳公共服務應用(電子轉化)獎」金獎

The Companies Registry is awarded the Hong Kong
ICT Awards 2012: Best Public Service Application
(Transformation) Gold Award



Gold Award
金獎

HONG KONG
ICT AWARDS
2012 香港資訊及
通訊科技獎

公司註冊處榮獲「2011年公務員優質服務獎勵計劃」中
「部門精進服務獎」(小部門組別)銀獎

The Companies Registry receives the Silver Prize in the Departmental Service Enhancement Award (Small Department Category) of the Civil Service Outstanding Service Award Scheme 2011



其他增值服務

本處綜合系統第二階段第二期於二零一一年至一二年度開發了其他增值服務。

註冊代理人登記服務於二零一一年十月推出，「註冊易」的公司用戶及個人用戶可委任已向本處登記的代理人，以電子方式提交文件。註冊代理人一經委任，便可在網上提交通知書更改本地公司名稱、更改董事和秘書及其資料，以及更改註冊辦事處地址。公眾可於「註冊易」查閱註冊代理人名單。

二零一一年十二月，本處推出「監察易」服務。當訂戶所選訂的公司有文件獲本處登記在公眾紀錄時，訂戶便會立即收到有關的電郵通知。客戶可訂用「監察易(自行監察)」服務，以收取其公司文件存檔的最新情況，或者訂用「監察易(其他公司)」服務，以便當其客戶、業務伙伴或供應商等相關公司的資料有任何變更時，接收相關通知。

第一階段電子提交文件服務，已於二零一二年二月推出，涵蓋四款較常用的指明表格，包括更改董事和秘書及其資料，以及更改註冊辦事處地址的通知書。客戶可在網上或透過軟體提交資料聯繫系統功能，以個別或大量形式提交電子表格。本處於二零一二年會推出更多以電子方式提交文件的服務，包括提交周年申報表。

Other Value-Added Services

As part of Stage 2 of ICRIS Phase II, the Registry developed other value-added services during 2011-12.

The agent registration service rolled out in October 2011 allows company and individual users of the e-Registry to appoint agents registered with the Registry for the purpose of electronic filing. Once appointed, the registered agent may submit online notifications of changes of the names, directors and secretaries and their particulars, as well as registered office addresses of local companies. A list of registered agents is available at the e-Registry for public inspection.

In December 2011, the Registry launched the e-Monitor service. This immediately sends an email notification to subscribers whenever a document concerning companies they have selected is registered in the public records. Customers may also subscribe to the "e-Monitor (Self-Monitor)" service to get updates about the filing position of their own companies, or the "e-Monitor (Other Companies)" service to receive notifications about any changes of information concerning companies they are interested in, such as their customers, business partners or suppliers.

The first phase of the e-Filing service was launched in February 2012. It covers four commonly filed specified notification forms concerning changes in directors and secretaries and their particulars, as well as registered office addresses. Customers may submit these electronic forms on-line or via a third-party software interface function, either individually or in bulk. More e-Filing services, including the filing of annual returns, are being rolled out during the course of 2012.