



Companies Registry Electronic Search Services Registration Procedures

Applicants should also read the following documents which are relevant to the registration for using the Companies Registry Electronic Search Services (“the e-Search Services”):

Terms and Conditions of the e-Search Services	(FSD1E)
Application for Registration	(FSD2E)

Customers interested in becoming registered online users (“Registered Users”) of the e-Search Services can apply for registration either by post or on the internet.

Application by post

Customers should complete and send the form - *Application for Registration (FSD2E)* to the Companies Registry at the address specified on the form.

The Companies Registry will issue payment advice to applicants stating the amount of the initial annual fee payable. Applicants can pay in person at the Companies Registry’s Shroff Office on the 13/F of the Queensway Government Offices (QGO), 66 Queensway, Hong Kong or by post (Note 3) to the Companies Registry’s Financial Services Division on the 29/F of QGO or by depositing an e-Cheque issued by any bank which offers e-Cheque issuance service through the e-Cheque Bill Payment Service provided by Bank of China (Hong Kong) Limited.

Application on the Internet

Customers may submit application online at the Cyber Search Centre (www.icris.cr.gov.hk) or the Company Search Mobile Service (www.mobile-cr.gov.hk) in accordance with the terms and conditions set out on these websites.

Applicants can pay the initial annual fees and/or the initial prepayment by the following methods:-

- (a) through online payment channels (Note 1) using :
 - (i) credit card (VISA/Mastercard/JCB/UnionPay);
 - (ii) PPS Shop&Buy Service (only applicable to the Cyber Search Centre); or.
 - (iii) digital wallet (Apple Pay/Google Pay) (only applicable to the Company Search Mobile Service).

(This method will enable instant clearance of payment and the Registered User can use the e-Search Services immediately.)
- (b) by depositing an e-Cheque issued by any bank which offers e-Cheque issuance service through the e-Cheque Bill Payment Service provided by Bank of China (Hong Kong) Limited (Note 2);
- (c) by posting or delivering a cheque to the Companies Registry, Financial Services Division, 29/F, Queensway Government Offices, 66 Queensway, Hong Kong (Note 3); or
- (d) in person at the Companies Registry's Shroff Office on 13/F, Queensway Government Offices, 66 Queensway, Hong Kong (Note 3).

Commencement date for using e-Search Services

After clearance of the payment, the Companies Registry will confirm through emails the date on which a Registered User can start to use the e-Search Services. Where the application is made by post, the Companies Registry will also issue the initial password(s) to the Registered User. For security reasons, Registered Users are required to change the initial passwords provided by the Companies Registry before they start using the e-Search Services.

Notes:

1. *Registered Users can pay their subsequent annual fees and prepayments online through credit card (VISA/Mastercard/JCB/UnionPay), PPS Shop&Buy Service (only applicable to the Cyber Search Centre), digital wallet (Apple Pay/Google Pay) (only applicable to the Company Search Mobile Service) or by direct internet bank transfer from the bank accounts of the HSBC, Hang Seng Bank and member banks of JETCO.*
2. *e-Cheques should be made payable to "Companies Registry".*
3. *Applicants should present a copy of the payment advice for payment made in person or by post. Cheques or bank drafts should be made payable to "Companies Registry".*