



公司註冊處  
COMPANIES REGISTRY

## Complaint Form - Reporting Breaches of the Companies Ordinance



### Read this first

You can use this form to lodge a complaint with us about a company, or an individual who is connected with the company, if you believe that there has been a breach of the provisions of the Companies Ordinance.

You can return the completed form to our office in person or by mail, by fax or vide emails.

Address : 14th Floor, Queensway Government Offices,  
66 Queensway, Hong Kong.

Website : [www.cr.gov.hk](http://www.cr.gov.hk)

Email : [crenq@cr.gov.hk](mailto:crenq@cr.gov.hk)

Fax : (852) 2596 0585

24-hour Enquiry Hotline : (852) 2234 9933 (IVRS) / (852) 2867 2600

### Investigations of complaints by the Companies Registry

The Companies Registry is primarily responsible for registration of documents delivered by companies as required under the provisions of the Companies Ordinance, maintaining the records kept in the Companies Register and enforcing compliance by companies and their officers with their obligations under the Companies Ordinance.

The Companies Registry will investigate complaints relating to alleged breaches of the Companies Ordinance.

The Companies Registry will not investigate any complaint where the subject of the complaint concerns an internal dispute between shareholders or directors over the management of the company. In those circumstances, it may be more appropriate for you to seek independent legal or other professional advice.

For a complaint in respect of companies or persons listed below, you may consider seeking the assistance of the following government departments or organisations :-

#### Public listed companies

- The Securities and Futures Commission
- The Stock Exchange of Hong Kong Limited

#### Banks and financial institutions

- The Hong Kong Monetary Authority

#### Companies under compulsory winding-up

- The Official Receiver's Office

#### Auditors

- The Hong Kong Institute of Certified Public Accountants

#### Employers

- Labour Department

Any allegations of fraud or forgery may be reported to The Hong Kong Police Force as they are the appropriate authority to deal with such matters.

### What will happen to your complaint?

We will acknowledge receipt of your complaint within 10 days.

We will consider carefully the information you provide to see whether there is a basis for investigation. We may contact you to obtain further information or documents.

We may contact the company, its directors or shareholders, or third parties in possession of the relevant information or documents, for investigation purposes.

Depending on the circumstances of the case, you may be asked to give us a witness statement regarding your complaint.

Upon completion of our investigation, we will inform you whether we will take any action.

In deciding whether to prosecute, we will consider whether there is sufficient evidence and, if there is, whether it is in the public interest to pursue a prosecution.

Where we decide to take prosecution action on your complaint, you may be required to give evidence in court.

The followings are some examples of breaches of the Companies Ordinance:

- Failure to deliver notice of change of directors for registration
- Failure to deliver notice of change in the address of registered office for registration
- Failure to deliver or late filing of an annual return for registration
- Failure to hold an Annual General Meeting
- Giving false information in an application for deregistration of a company
- Making a false statement in any document delivered for registration

#### Notes about personal data

The provision of personal data is voluntary. Your personal data in this form and any subsequent change reported by you to the Companies Registry will be used by the Companies Registry for the following purposes :-

- (1) to carry out investigation of your complaint or prosecution of the alleged offence;
- (2) to facilitate communications between you and the Companies Registry.

Your personal data may be disclosed to the court, other government bureaux and departments for the purposes mentioned in (1) above.

You have the right to request for access to or correction of your personal data. You may send your request to the Personal Data Privacy Officer of the Companies Registry.

# Complaint Form

## Tell us about yourself

Mr/Ms/Mrs \_\_\_\_\_  
(given name) (family name)  
(please provide full name)

Correspondence address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email \_\_\_\_\_

Telephone no. \_\_\_\_\_  
(Daytime) \_\_\_\_\_  
(Mobile) \_\_\_\_\_

Fax no. \_\_\_\_\_

What best describes your connection with the company in question?

- Auditor/Liquidator/Receiver
- Officer (e.g. Director, Company Secretary)
- Shareholder
- Employee
- Creditor
- Lawyer
- Member of general public

## Tell us who you want to complain about

You can complain about a company or an individual who is connected with the company in some way, such as a director or company secretary. If you want to complain about more than one company or individual, please include the details of the other companies or individuals on a separate page. If your complaint is about a company and an individual, include information about both.

## Details of the company / individual under complaint

Name of company or individual \_\_\_\_\_  
\_\_\_\_\_

Business Registration Number, if known \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Website and/or email address \_\_\_\_\_

Phone no. \_\_\_\_\_

Fax no. \_\_\_\_\_

If you are complaining about an individual, please state his/her connection with the company:

- director  company secretary
- Others, please specify.....  
.....

## Tell us about your complaint

To help us understand how we can help you there is some information we would like you to give us :-

Have you, or another person that you know of, started legal action about this complaint?

- YES  NO

If the answer is YES, please provide details of the court action below, including any relevant documents for our consideration.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate which, if any, of the following organisations you have contacted about your complaint: -

- The Securities and Futures Commission
- The Stock Exchange of Hong Kong Limited
- The Hong Kong Monetary Authority
- The Official Receiver's Office
- The Hong Kong Institute of Certified Public Accountants
- The Hong Kong Police Force
- Labour Department
- Others, please specify \_\_\_\_\_

Please give the date(s) on which you contacted the organisation(s) :-

\_\_\_\_\_

## Tell us what happened

Describe the events (including dates) in the order they happened. Please provide documents that support your complaint.

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[Please continue on a separate page if you need more space.]